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## **Doctor of Physical Therapy**

COLLEGE OF HEALTH & WELLNESS

**Johnson & Wales  
University**

**WELCOME TO  
JOHNSON & WALES UNIVERSITY  
DOCTOR OF PHYSICAL THERAPY PROGRAM**

Congratulations! You are at the threshold of an exhilarating academic experience that will include challenging didactic, experiential and clinical opportunities in pursuit of your Doctor of Physical Therapy degree. As we move forward in the 21st century, rehabilitation has benefited from significant evidence-based practices and technological advances. There has never been a more exciting time to become part of the health care professional team as a Doctor of Physical Therapy (DPT). Our rigorous curriculum provides you with the means to augment knowledge gained from prior education and experiences to enter a profession that addresses the rehabilitation, health promotion and wellness needs of individuals across the life span. We are proud of our state-of-the-art laboratory classrooms as well as the robust clinical opportunities we have at Johnson & Wales University (JWU). Interprofessional educational and simulation experiences will be woven throughout the curriculum, which provide you a chance to learn by doing and to better understand the roles and responsibilities of members of the healthcare team. Collaborative research with PT faculty across the various practice areas of the profession helps to round out our curriculum and show how evidence translates into practice.

The JWUDPT Program Handbook was developed to inform students, faculty, and staff of applicable policies and procedures and their responsibilities related to the Doctor of Physical Therapy Program. The handbook supplements existing university policies and procedures, including those set forth in the JWU catalog and Student Handbook. Catalogs and handbooks are available online at [www.jwu.edu](http://www.jwu.edu) and at Student Academic & Financial Services. The JWU Student Handbook, catalog, and other publications contain important policies, procedures, and rules not included in this document. JWU reserves the right to determine which policies or procedures apply in the case of an inconsistency. This means that if there is a conflict between policies, the university has the authority to decide which one takes precedence. Additionally, the university reserves the right to modify policies or procedures at any time without prior notice, with the changes being published on the appropriate website. Students are expected to familiarize themselves with the handbook and other university policies and procedures. They are responsible for knowing and complying with these policies. This underscores the importance of students being aware of the rules and regulations governing their conduct and academic pursuits. There is the possibility of unforeseen circumstances or ambiguities that may not be fully addressed in the handbook despite efforts to make it comprehensive and clear. Students should direct questions regarding policies and procedures described in this handbook to the DPT Program Director.

As a graduate of the Doctor of Physical Therapy program at Johnson and Wales University, you will be well prepared to become a reflective, evidence-based practitioner who can respond to the changing rehabilitation needs of a complex world. On behalf of the faculty and staff of the Physical Therapy Program, we extend a warm and sincere WELCOME! We look forward to working with you throughout this new and exciting academic process.

-----The faculty and staff in the Doctor of Physical Therapy Program

## Table of Contents

Handbook Objectives and Intent .....	5
JWU Mission, DPT Program Goals, Graduate Goals Student Goals .....	6
Program Faculty and Administration .....	7
Student Tuition and Breakdown .....	9
Commission on Accreditation in Physical Therapy Education (CAPTE) Goals & Outcomes .....	9
Eligibility for Obtaining State Licensure after Graduation .....	10
Curriculum.....	11
Academic Advising .....	13
Student Responsibilities.....	15
Essential Functions.....	15
Johnson & Wales Doctor of Physical Therapy Program Code of Conduct.....	19
Code of Ethics for the Physical Therapist (APTA).....	23
Academic Honesty Pledge.....	27
Student Dress Code and Personal Hygiene.....	30
Student Identification and Right to Refuse Treatment.....	32
Students with Disability .....	33
Grade Summary Table at the Graduate Level.....	35
Requirements for Academic Progression and Graduation .....	36
Academic Remediation and Dismissal Policy.....	38
Student Withdrawal and Personal Leave.....	40
Academic Probation Contract.....	42
Professional Behaviors, Professional Performance Committee, and Appeals Process .....	46
Professional Behavior Concern Form.....	49
JWUDPT Program E-Mail Expectations .....	50
After-hours Laboratory Access.....	50
Equipment Maintenance .....	51
Artificial Intelligence (AI) Use.....	53
ExamSoft Testing Policy .....	56
Testing Environment and Review of Student Assessments.....	59
Attendance Policy .....	61
Student Employment Outside of the Program .....	62
Class Cancellation Policy .....	63
Classroom/Laboratory/Clinical Experience Etiquette.....	64

Classroom Recording Policy .....	65
Student Travel and Expenses .....	66
Confidentiality of Student Records .....	67
Criminal Background Investigation and Drug Screening.....	68
Drugs, Alcohol, and Other Substances Policy .....	71
Mandatory Training Policy .....	74
Student Health and Health Care Services .....	75
Timely Access to Mental Health and Student Support Services .....	78
Incident Reporting .....	80
Incident Form: Guests/Students/Faculty/Staff.....	82
Faculty, Staff and Student Harassment and IX Grievances .....	84
Off-Campus Services .....	90
Student Complaints and Appeals.....	93
Reporting Concerns or Complaints .....	95
Student Concerns.....	95
Student Complaints.....	95
Complaint Which Falls Outside the Realm of Due Process.....	96
Social Media and Online Presence Policy .....	98
Clinical Education Requirements .....	101
Essential Functions Attestation.....	103
Authorization for Program to use my Likenesses, Photographs, Videos, Audio Recordings, or Personal Information .....	104
Financial Agreement .....	105
Participation of Students as Human Subjects Policy/Acknowledgement.....	106
Incident Form: Guests/Students/Faculty/Staff.....	109
Doctor of Physical Therapy Program Complaint Form .....	111
Doctor of Physical Therapy Program (JWUDPT) Medical Clearance Form .....	113
Release of Medical, Drug Screening, Criminal Background, and Other Personal Information.....	116
Student Receipt of Student Manual and Understanding of Policies and Procedures .....	117

## **Handbook Objectives and Intent**

The JWU DPT Student Handbook describes the curriculum, requirements, policies and procedures for the DPT students at Johnson and Wales University.

The DPT Student Handbook also addresses College and program-specific policies within the limits defined by the University. The policies contained in this Handbook are also consistent with, and extend, those stipulated by the College of Health & Wellness Policies and Regulations.

This Handbook does not include all the information you need to know about your program of study and the policies of the College or the University. It is not intended to duplicate other University publications that are accessible to all students. Therefore, this manual in conjunction with other published materials is designed to guide students through their clinical doctoral studies in Physical Therapy at Johnson and Wales University.

Students should consult all available resources as well as any other pertinent DPT department manual or expectations as well as course syllabi and manuals from didactic and clinical education for general regulations, policies and procedures covering such matters as credit requirements, student responsibilities, code of conduct, academic and curricular life, faculty rights and responsibilities, personnel policies, benefits, and services. The University and the Physical Therapy Program reserves the right to change the information contained in this document.

It is the responsibility of the student to be familiar with the contents and all program policies and procedures to seek verification of any questions regarding the contents.

The Handbook provides students with information that will assist them in their academic endeavors at JWU and include information about services available to students, policies and guidelines, equipment, and a curricular outline. By enrolling at JWU, students agree to conform the rules, codes, and policies, procedures, regulations, and rules as outlined in (i) this Handbook, (ii) the JWU catalogs, (iii) the JWU Student Handbook, (iv) the Clinical Education handbook, and in all applicable student handbooks, including any amendments and other documents, electronic or paper, that JWU develops. Following DPT program handbook review, students will sign the DPT Program Student Handbook attestation statement, as a condition for participation in the Program.

## **JWU Mission, DPT Program Goals, Graduate Goals Student Goals**

### **Mission Statement**

The Physical Therapy Program at Johnson & Wales University will prepare its graduates for professional practice as a Doctor of Physical Therapy. Graduates will communicate and engage effectively with a diverse group of patients, caregivers, and other providers during the provision of physical therapy services in a contemporary clinical environment as general practitioners of physical therapy. To do this, students and graduates must demonstrate a commitment to self-directed lifelong learning, professionalism, empathy, and service to others.

### **Doctor of Physical Therapy Program Goals**

1. The program will provide students with the knowledge and professional behaviors required to be skilled, evidence-based Doctors of Physical Therapy.
2. The program will prepare students to equitably meet the diverse and unique health and movement needs of local, regional, and global communities, including those historically underrepresented.
3. The program will prepare graduates to be reflective practitioners committed to lifelong learning who will demonstrate leadership skills as they serve within their professional communities.

### **Doctor of Physical Therapy Graduate Goals**

1. Apply clinical decision-making skills to effectively develop and implement a physical therapy examination, diagnosis, prognosis, and plan of care.
2. Evaluate evidence to facilitate best patient outcomes by effective use of the professional literature and current information technologies.
3. Adapt delivery of physical therapy services with consideration for patients' differences, values, preferences, and needs.
4. Communicate effectively and professionally with a diverse group of patients, healthcare professionals, paraprofessionals, and community members to provide patient-centered and socially responsible care.
5. Demonstrate a commitment to professional Physical Therapist practice, consistent with the core values of the American Physical Therapy Association.
6. Develop scholarly work that informs evidence-based practice for clinical decision making or investigates innovative physical therapy interventions utilizing solid theoretical constructs.

### **Student Goals**

1. Students will demonstrate professional behaviors, as defined by the Professional Behaviors for the 21st Century, <https://www.scribd.com/document/517401168/apta-professional-behaviors-plan> throughout their participation in the DPT Program.
2. Students will demonstrate excellence in both academic and clinical preparedness consistent with the scope of practice of an entry-level, generalist Doctor of Physical Therapy.

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## **Student Tuition and Breakdown**

Johnson & Wales University Doctor of Physical Therapy Program base tuition is \$148,000. The program tuition includes the following costs: student physical therapy equipment package, two pairs of scrubs, program name tag, the American Heart Association's Basic Life Support training (CPR) for healthcare professionals, a Rhode Island background check, and some student fees. Licensing fees and usage fees for the EXXAT platform and Examsoft, and annual APTA & RIAPTA membership fees are also included in tuition. Additionally, the program will provide students with free registration for the FSBPT Practice Exam & Assessment Tool (PEAT) and an associated NPTE exam prep review course. Other fees may apply, as outlined in other university documents.

## **Commission on Accreditation in Physical Therapy Education (CAPTE) Goals & Outcomes**

### **Students are expected to:**

1. Demonstrate effective written, verbal, technological and non-verbal communication skills in all professional settings.
2. Demonstrate leadership and advocacy skills.
3. Demonstrate professional and social responsibility by participating in local, national and/or global initiatives.

### **Graduates are expected to:**

1. Be clinically competent and culturally sensitive Doctor of Physical Therapy who, guided by the APTA Core Values, excels in patient/client management.
2. Exhibit professionalism, commitment to lifelong learning and use of evidence-based practice.

## **Eligibility for Obtaining State Licensure after Graduation**

Graduation from a physical therapist education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective October 29, 2024, Johnson & Wales University's Doctor of Physical Therapy Program has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org)). Candidate for Accreditation is an accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program may matriculate students in technical/professional courses. Achievement of Candidate for Accreditation status does not assure that the program will be granted Initial Accreditation.

### **JWUDPT Program Graduates' ability to obtain state licensure**

The Federation of State Boards of Physical Therapy (FSBPT) is responsible for administering the National Physical Therapy Examination (NPTE). Graduation from a physical therapist education program accredited by CAPTE is necessary for eligibility to sit for the NPTE, which is required in all states. The Class of 2027 JWUDPT Program graduates will be recognized as having graduated from a CAPTE approved Program and are eligible to sit for the NPTE.

### **State Specific Licensure Requirements**

All states and United States Jurisdictions require students to graduate from a CAPTE accredited program AND pass the National Physical Therapy Examination (NPTE). Some states have additional requirements. Students and graduates are strongly encouraged to directly contact the licensing board in the state(s) in which they intend to become licensed to determine if there are any additional requirements to obtain licensure.

## Curriculum

Summer 2025 Year 1, Sem 1	Course Number – Course Name	Credits	Class hrs	Lab hrs	Other hrs
	DPT 7200 - Patient Safety and Mobility	3	30	30	
	DPT 7250 - Exercise Physiology and Wellness	3	45		
	DPT 7150 - Foundations for Physical Therapy Practice	2	15	30	
	DPT 7100 - Foundations of Evidenced Based Medicine	2	30		
	DPT 7050 - Anatomy	4	30	60	

Fall 2025 Year 1, Sem 2	Course Number – Course Name	Credits	Class hrs	Lab hrs	Other hrs
	DPT 7300 - Integrated Clinical Experience and Professional Development 1	2	15		45 (Clin Ed)
	DPT 7450 - Biomechanics	4	45	30	
	DPT 7350 - Musculoskeletal System I	5	45	60	
	DPT 8100 - Pain Neuroscience	2	30		
	DPT 7750 - Pathophysiology	3	45		
	DPT 8500 - Research Seminar 1	2	30		

Spring 2026 Year 1, Sem 3	Course Number – Course Name	Credits	Class hrs	Lab hrs	Other hrs
	DPT 7400 - Musculoskeletal System II	5	45	60	
	DPT 7600 - Culmination and Comprehensive Practicum I	2	15	30	
	DPT 8180 - Psychosocial Theory and Practice	2	30		
	DPT 7900 - Health Promotion and Wellness	2	30		
	DPT 7700 - Essentials of Rehabilitation Technology	2	15	30	
	DPT 8200 - Motor Control	3	30	30	
	DPT 7800 - Cardiovascular, Pulmonary, Integumentary Examination and Treatment	4	30	60	

Summer 2026 Year 2, Sem 4	Course Number – Course Name	Credits	Class hrs	Lab hrs	Other hrs
	DPT 7810 - Service Learning	1			45 (Serv Lrng)
	DPT 7850 - Culmination and Comprehensive Practicum II	2	15	30	
	DPT 8150 - Neuroanatomy for the Physical Therapist	3	45		
	DPT 8300 - Neurological Examination and Treatment	5	45	60	
	DPT 8400 - Integrated Clinical Experience and Professional Development 2	2	15		45 (Clin Ed)
	DPT 8850 - Research Seminar 2	2	30		

Fall 2026 Year 2, Sem 5	Course Number – Course Name	Credits	Class hrs	Lab hrs	Other hrs
	DPT 8050 - Professional Issues in Physical Therapy	2	30		
	DPT 8350 - Culmination and Comprehensive Practicum III	5	30	90	
	DPT 8450 - Healthcare Management	2	30		
	DPT 7650 - Pharmacology for Physical Therapists	2	30		
	DPT 8550 - Pediatric Physical Therapy	4	30	60	
	DPT 8600 - Physical Therapy for Genitourinary Health	2	30		
	DPT 8650 - Comprehensive Skills Review & Qualifying Examination	1	15		

Spring 2027 Year 2, Sem 6	Course Number – Course Name	Credits	Class hrs	Lab hrs	Other hrs
	DPT 8700 - Clinical Education Experience 1	10			480 (Clin Ed)
	DPT 7550 - Diagnostic Imaging	2	30		

Summer 2027 Year 3, Sem 7	Course Number – Course Name	Credits	Class hrs	Lab hrs	Other hrs
	DPT 8800 - Clinical Education Experience 2	10			480 (Clin Ed)
	DPT 8900 - Capstone	2	30		

Fall 2027 Year 3, Sem 6	Course Number – Course Name	Credits	Class hrs	Lab hrs	Other hrs
	DPT 9200 - Clinical Education Experience 3	10			480 (Clin Ed)
	DPT 9500 - Licensure Review and PEAT	1	15		

## **Academic Advising**

The Academic Advising Policy establishes clear guidelines for academic advising within the Johnson & Wales University (JWU) Doctor of Physical Therapy (DPT) program. Effective advising is essential to student success and progression, ensuring students have access to appropriate support, resources, and guidance throughout their academic careers. This policy outlines advisors' and students' roles and responsibilities in fostering a productive advising relationship.

Every JWU DPT program student will be assigned a core faculty member within the Department of Physical Therapy as their academic advisor. Academic advising is a critical component of the DPT program, ensuring students receive the necessary support to navigate academic challenges, plan their coursework, and achieve their professional goals.

### **Advisor Assignment:**

Upon entering the DPT program, each student will be assigned a faculty advisor. Students will be notified of their advisor assignment via email before the start of their first class. Once the assignment is communicated, students are responsible for initiating contact with their assigned advisor.

### **Role and Responsibilities of the Advisor:**

1. Scheduled Meetings: Advisors will meet with students at prescribed intervals to discuss academic progress, professional development, and any issues impacting student success.
2. Professional Guidance: Advisors will provide professional guidance on academic matters, career development, and personal growth.
3. Academic Support: Advisors will assist students who experience academic difficulties, including challenges with coursework, exams, or overall performance.
4. Referral Services: Advisors will inform students of university resources, including counseling services, to support personal, academic, or emotional challenges.

### **Role and Responsibilities of the Student:**

1. Initiate Contact: Students are responsible for contacting their assigned advisor promptly to schedule appointments. This is especially crucial when extenuating circumstances arise that may impact academic progress.
2. Extenuating Circumstances: Students should inform their advisor about significant, unforeseen events such as illness, injury, death of a close family member, family crises, jury duty, military service, or unexpected financial hardship that directly affect their ability to complete their responsibilities as a student in the DPT program.
3. Non-Extenuating Circumstances: Students are expected to independently manage minor personal events such as moving, attending weddings or other individual events, minor illnesses, or work-related issues. However, they may consult their advisor as needed for support.
4. Share Information: Students are encouraged to share their academic progress, strengths, weaknesses, interests, and career goals to help the advisor provide the most effective support.
5. Consult Advisor: Students must seek guidance from their advisor when considering modifications to their academic schedule, including course selection, adding or dropping courses, and changes to their program of study.
6. Advising Meetings: Students are required to attend scheduled advising meetings, come prepared with relevant discussion points and documents, and follow up on any action plans or recommendations made by the advisor.
7. Understand Policies: Students should familiarize themselves with academic policies and procedures and seek clarification from their advisor if needed.

8. Feedback: Students should provide constructive feedback to their advisor and follow through on any action items or recommendations discussed during advising sessions.

**Advising Meeting Schedule:**

1. Mandatory Advising Sessions: All students are required to meet with their faculty advisor twice per semester during the didactic portion of the program. The first meeting must occur within the first three weeks of the semester, and the second meeting will occur at the discretion of the faculty advisor as scheduling allows. Students on full time clinical experiences can meet with their advisor as needed.
2. Additional Meetings: The student or advisor may schedule additional meetings as needed to discuss academic progress, career goals, or any concerns related to the student's educational experience.

**Confidentiality and Privacy:**

All information shared between students and their academic advisors is confidential and will be used solely for academic advising.

## **Student Responsibilities**

The Doctor of Physical Therapy program is a component of the College of Health & Wellness. As global citizens, we are dedicated to access, equity, and inclusion. We are committed to developing future health professionals who can advance diversity by providing culturally informed care to people across race, gender, sexuality, ethnicity, class, age, ability, and nationality. We support the acquisition of competencies that ready our students to recognize, broach, and interrupt discrimination in its many forms.

It is expected that all students conduct themselves in a professional and respectable manner throughout their time as members of the academic community in the process of pursuing a clinical doctoral degree in Physical Therapy. Each student is expected to be fully acquainted with both Johnson and Wales University and any specific College of Health and Wellness wide regulations and policies as noted in the JWU Handbook. In addition, all students of Physical Therapy are to adhere to the department's policies and procedures surrounding Essential Functions, Code of Conduct, and Code of Ethics as stated below.

## **Essential Functions**

Individuals earning the Doctor of Physical Therapy (DPT) degree have demonstrated the ability, through didactic and clinical assessment, to competently practice the profession of physical therapy in all entry level settings. The education of a healthcare professional necessitates the integration of specific knowledge, skills, and attitudes in preparation for independent and collaborative practice.

The curriculum leading to the DPT degree requires students to demonstrate essential functions that are expected of all physical therapists working in the clinical setting. Demonstration of these functions (abilities, standards or qualifications) is necessary to ensure the health and safety of patients, peers, faculty and other healthcare providers. These essential functions are required for successful admission to, continuation in and graduation from the Johnson & Wales University Doctor of Physical Therapy (JWUDPT) Program.

Deficiencies in knowledge, judgment, integrity, character, or professional attitude or demeanor that may jeopardize patient care may be grounds for course failure and/or dismissal from the JWUDPT Program. This document identifies the required "Essential Functions" and serves as a guideline for professional expectations and should be used in conjunction with the policies and procedures located in JWUDPT Program Student Handbook and available on the JWUDPT web page.

These essential functions below are drawn from the Technical Standards for Physical Therapists and include, but are not limited to, the following:

### **Observation:**

A student must be able to observe and monitor fellow students, patients, simulated patients, caregivers/family members, volunteers, and faculty. The essential observation functions require the student to utilize their sense of vision, hearing and touch to perform the following tasks which are not exhaustive.

The student must be able to:

- Observe movement patterns, activities and behaviors.

- Observe signs related to physical status (e.g., vital signs, symmetry and condition of the skin, soft tissue & wounds) and behavioral status (e.g., facial expressions, tone & volume of voice).
- Read information, in classrooms and clinical environments such as course materials, patient medical record, diagnostic tests, dials, displays and equipment related to patient care.

### **Communication:**

A student must communicate in a professional manner that meets the needs of the target audience (fellow students, faculty, staff, patients, caregivers, health care team members, policy makers & third-party payors) in written, verbal and nonverbal forms.

The essential communication standards include but are not limited the following;

The student must be able to:

- Receive and respond to verbal and written communications in an appropriate and professional manner.
- Obtain and report information verbally and in writing using the English language.
- Participate in student, curricular and community group activities.
- Apply teaching principles for patients, caregiver or simulated caregiver skill development to manage patients and simulated patients in academic and clinical activities.

### **Physical Performance Skills:**

A student must have sufficient mobility, coordination, gross and fine motor skills to manage heavy or immobile patients or simulated patients and equipment necessary for academic and clinical activities typically performed by a Physical Therapist.

These essential physical performance functions include but are not limited the following;

The student must be able to:

- Safely lift, push, pull and carry heavy or immobile patients.
  - Specific requirements include:
    - Safely lift up to fifty (50) lbs. independently
    - Safely lift up to two hundred (200) lbs. with assistance
    - Safely push and pull up to two hundred (200) lbs. with assistance.
- Maintain and assume a variety of positions including sitting and standing for up to three (3) hours continuously.
- Generate and apply force (strength and power) with all body parts.
- Have adequate joint and soft tissue range of motion and flexibility for frequent walking, bending, squatting, kneeling, stair climbing, reaching forward, reaching overhead, turning and movement of the trunk and neck in all directions.
- Apply timely physical reactions to maintain safety to self and others.
- Apply body mechanic principles to maintain safety to self and others.
- Apply gross and fine motor skills and possess the hand dexterity to safely perform examination and therapeutic interventions.
- Apply manual chest compressions and ventilations necessary for the performance of CPR.
- Visually observe patients, dials and displays on equipment, and read from an electronic medical record.
- Assess heart and lung sounds.
- Palpate for temperature changes in the integumentary and musculoskeletal tissue.



- Perform documentation of patient examination and treatment in the method specified by the JWUDPT Program and clinical sites.
- Attend all classes in accordance with the JWUDPT Program course schedule and attendance policy, including maintenance of a forty (40)-hour work week during all full-time clinical experiences.

### **Cognition:**

A student must have the requisite cognitive abilities necessary for timely problem solving, safety, judgment, and reasoning in academic and clinical settings.

The essential cognitive functions include but are not limited the following;

The student must be able to:

- Measure, calculate, analyze, comprehend, integrate, and synthesize a large body of knowledge.
- Assimilate, understand, and integrate information from multiple sources such as patient medical history, examination findings, textbooks, published literature, internet, and presentations.
- Select and utilize appropriate verbal, non-verbal, and electronic communications.
- Utilize critical thinking skills and create effective solutions in all levels of the program.
- Assess self-performance to continually improve professional skills and implement plans for professional growth and development.
- Prioritize and manage multiple tasks simultaneously.
- Comprehend and effectively communicate in the English language using proper spelling, grammar and vocabulary.

### **Behavioral and Social Attributes**

A student must possess maturity, emotional health, and physical abilities required to fulfill all responsibilities in academic and clinical settings.

Essential behavioral and social functions include but are not limited to the following;

The student must be able to:

- Act in an ethical, legal, and responsible manner consistent with the Core Values, Code of Ethics for Physical Therapists, and Standards of Practice for Physical Therapy outlined by the American Physical Therapy Association, and the Policies and Procedures of Johnson & Wales University and the JWUDPT Program.
- Engage in patient care delivery in all settings and deliver care to all patient populations including, but not limited to children, adolescents, adults, vulnerable adults, or persons with developmental disability.
- Demonstrate behaviors that protect the safety and well-being of fellow students, faculty, staff, patients, simulated patients, and caregivers.
- Recognize and demonstrate respect for cultural, ethnic, ethical, and value differences among students, faculty, staff, patients, caregivers, and other health care professionals.
- Participation in collegial productive group and team activities with diverse populations.
- Manage personal and work-related stresses that may be physically, emotionally, psychologically or intellectually challenging in a timely, professional manner.
- Demonstrate flexibility and adaptability to changing situations and uncertainty.
- Maintain appropriate personal hygiene at all times, consistent with the close personal contact associated with patient care.
- Adhere to timeliness and attendance requirements.
- Transport self to on-campus and off-campus locations related to all required elements in the JWUDPT curriculum.

## **Reasonable Accommodation for Students with Disabilities**

In accordance with Section 504 of the Rehabilitation Act of 1973, Johnson & Wales University is committed to ensuring that otherwise qualified students with disabilities are given equal access through reasonable accommodations to its services, programs, activities, and education. Any student who has a documented disability and need specific accommodations, should contact the Director of Accessibility Services at Johnson & Wales University at (401) 598-4689 to learn more about the process of applying for accommodations and determining eligibility for <https://sites.jwu.edu/accessibility-services/accommodations.html>.

Students with disabilities are expected to perform all the essential functions of the program with or without reasonable accommodation(s). While the Johnson & Wales University will make every reasonable effort to accommodate students' disability-related needs, it is important to note that the JWUDPT Program is not required to provide requested accommodations that would fundamentally alter the essential functions, qualifications, technical standards, or other academic or clinical requirements of the program, or result in an undue financial or administrative burden.

Certain chronic or recurrent illnesses and problems that interfere with patient care or safety may be incompatible with training as a healthcare professional or interfere with the ability to manage modern clinical practice. Other illnesses may lead to a high likelihood of student absenteeism and should be carefully considered.

Students will be dismissed from the JWUDPT program if they are unable to complete the Essential Functions noted herein even with reasonable accommodations. It should be noted that clinical sites may not be able to offer the same accommodations during the students' Integrated and/or Full Time Clinical Experience(s) that were considered reasonable by the JWUDPT Program during the didactic phase of a student's education. Furthermore, students must be able to meet all Essential Functions during clinical experiences, with or without reasonable accommodations, within timeframes that are consistent with contemporary clinical practice.

Students will attest to their ability to meet all Essential Functions during orientation using the *Essential Functions Attestation Form* (see appendix). Should a student become injured, suffer a change in physical/mental health, medical status (including pregnancy), or a Faculty member questions the student's ability to meet the Essential Functions listed herein, the Student may be required by the Program to seek confirmation of their ability to meet the Essential Functions by a Licensed Medical Professional using the *JWUDPT Medical Clearance Form* (see appendix).

## **Johnson & Wales Doctor of Physical Therapy Program Code of Conduct**

The Johnson & Wales University Doctor of Physical Therapy (JWUDPT) program expects students to assume responsibility for their actions. It also has an equal obligation to protect its educational purpose, community and the interests of its student body; therefore, it must be concerned with the actions of individuals or groups that are in conflict with the welfare and integrity of the University or in disregard for the rights of other students, faculty, or other members of the University community and community at large. Complete guidelines and policies are found in the Johnson & Wales University Student Handbook. When students enroll at Johnson & Wales University, it is assumed that they have a serious purpose and a sincere interest in their own social and intellectual development. It is also assumed that students familiar with the regulations, procedures, and policies set forth at Johnson & Wales University have accepted them as a “way of life” during their stay at the University. Students are expected to learn to cope with problems intelligently, reasonably, and with consideration for the rights of others; to obey laws and ordinances of the nation, state, and community of which they, as well as the University, are a part; and to conduct themselves peaceably in espousing changes they may consider necessary. As students prize rights and freedoms for themselves, they are expected to respect the rights and freedoms of others.

### **JWUDPT Program Honor Code**

I will not lie, cheat, or steal in my academic and clinical endeavors.  
I will conduct myself honorably in all my endeavors; and  
I will act if the Standard is compromised.

The JWUDPT Program has adopted a code of conduct regarding all aspects of its’ operation. Honesty, integrity, and respect are expected of students in their interaction with fellow students, faculty, staff, clinical faculty, guest lecturers, patients, their families, and the community at large.

Professionalism is one of the Core Competencies for Physical Therapists as defined by the American Physical Therapy Association and is one of the expected tenets of the JWUDPT Program. All students must demonstrate professional behavior throughout the entire program. Lack of professional behavior will lead to referral to the JWUDPT Professional Performance Committee (PPC) and may result in disciplinary action up to and including dismissal from the program.

There is no greater honor than to take care of patients. Each JWUDPT student is responsible for maintaining an atmosphere of professionalism at all times while enrolled in the program. On or off campus, students represent Johnson & Wales University, the JWUDPT Program and the entire Physical Therapy profession.

A student must not engage in academic or professional misconduct at any time, including when accessing the facilities after hours. Fellow students must not tolerate these behaviors. The following are examples of misconduct that will not be tolerated by the program and must be reported. It is not an all-inclusive list.

- Violating the American Physical Therapy Association’s Code of Ethics for the Physical Therapist
- Violating the American Physical Therapy Association’s Core Values
- Inappropriate language or attitude
- Lying (misleading or fraudulent behavior) of any kind

- Cheating
- Stealing, including plagiarism
- Inappropriate alcohol use
- Illicit drug use
- Failure to attend class or integrated/full-time clinical experiences
- Engaging in conduct that will or may diminish the reputation of Johnson & Wales University or the JWUDPT Program
- Failure to report unprofessional or unethical behavior in a fellow student

## Offenses

Students are expected to obey applicable local, state and federal laws as well as the policies of Johnson & Wales University, the JWUDPT Program, and assigned clinical sites. Students are not entitled to greater immunity or privilege before the law than that enjoyed by ordinary citizens. As they prize rights and responsibilities for themselves, students are expected to respect the rights and responsibilities of others. For infractions of laws, regulations, policies and standards, students may be subject to disciplinary action up to and including expulsion from the University. Such disciplinary action may be imposed for violations which occur off campus when the violation may have an adverse effect on the educational mission of the University, the JWUDPT Program or assigned clinical sites.

In addition to being responsible for all Johnson & Wales University rules, regulations, standards and codes of conduct, JWUDPT students shall be held to the JWUDPT Program Code of Conduct.

The JWUDPT will follow and defer to The Johnson & Wales University Student Code of Conduct and the Conduct Review Process regarding the processes and policies concerning any and all behaviors that violates the Student Code of Conduct, including the following:

1. Harming or Endangering
2. Bias and Harassment
3. Sexual Misconduct
4. Drugs
5. Alcohol
6. Theft and Abuse of Property
7. Failure to Comply and Interference
8. Dishonesty
9. Other Prohibited Conduct

The JWU Student Code of Conduct and the Conduct Review Process is located here:

- [https://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/?\\_ga=2.259928201.207403484.1744809554-277003849.1689794556](https://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/?_ga=2.259928201.207403484.1744809554-277003849.1689794556)

Violations, other than criminal, bias and Title IX related, shall be investigated and handled internally by the JWUDPT program. Students found to be engaging in non-professional behavior are subject to non-academic probation or dismissal. The student or faculty member who suspects non-professional behavior or violation of the Honor Code are required to complete and submit the *Professionalism Violation Form* to the JWUDPT Associate Program Director.

## **Cheating / Plagiarism**

As students at Johnson & Wales University you are privileged members of an academic institution with high standards for academic integrity and conduct. Student academic dishonesty will NOT be tolerated. Students will acknowledge this policy and attest to academic honesty by signing the form titled “**Academic Honesty Pledge**” during orientation to the program. Ignorance of University policy is NOT a valid excuse. If you are not sure whether you are plagiarizing or not, please check with your instructor.

Academic Dishonesty and Plagiarism include but is not limited to:

- Submitting an assignment that has been wholly or partially created by another person or with the unauthorized use of AI.
- Presenting as your own work, the ideas, representations, research, or words of another person without proper acknowledgement (citation) of sources.
- Knowingly permitting your work to be submitted by another student as if it were their own work.
- Submitting identically, or substantially the same assignment to fulfill the requirements of two separate courses.
- Copying from another student's examination, course assignment, or lab assignment.
- Misappropriation of examination materials or information.
- Unauthorized communication with another student during or about assessments such as quizzes, examinations or practical exams.
- Falsification of data for research projects.
- Turning in another student's name on an assignment when the student failed to contribute.

The following due process procedure shall apply to cases of JWUDPT students involving academic dishonesty:

### **Step 1:**

A faculty member who has found a student in violation of the Code of Conduct is obligated to assign a failing grade on the assignment or examination and refer the student to the PPC.

### **Step 2:**

JWUDPT Program's PPC has the explicit responsibility to take action in alleged cases of academic dishonesty. This action may include recommendation for a failing course grade, probation, or dismissal from the JWUDPT Program and the University.

### **Students who are charged, have charges pending, or are being prosecuted**

Students who are charged, have charges pending, actively being prosecuted within the court system or are convicted of a crime (felony or non-felony) while within the didactic or clinical portions of the JWUDPT Program must notify the Associate Program Director in writing within 24 hours or face disciplinary action up to and including dismissal. The Associate Program Director will convene a meeting of the Program's PPC based upon faculty availability to create a quorum. The PPC has the sole discretion to make a recommendation to the Program Director as to whether the student would be allowed continue in the program, withdraw from the program, or take a leave of absence until such time as the legal question has been resolved.

Should the student be found not guilty, or the charges dropped, the student will be allowed back into the JWUDPT Program after the Associate Program Director receives appropriate written documentation. Upon re-entry into the program, the student will restart the term that they left the program for the leave of absence.

Students who fail to notify the program of an offense will be considered in violation of the Doctor of Physical Therapy (DPT) Program Honor Code and Code of Ethics for the Physical Therapist and will be disciplined up to and including dismissal from the JWUDPT Program.

### **Impact on potential licensure**

Neither the JWUDPT program nor its personnel are responsible for ensuring that a student/graduate will be eligible for state licensure should they have a criminal conviction. Applicants with a criminal history should investigate the laws, regulations, and statutes applicable to the state and facility in which they intend to practice.

## Code of Ethics for the Physical Therapist (APTA)

*HOD S06-20-28-25 [Amended HOD S06-19-47-67; HOD S06-09-07-12; HOD S06-00-12-23; HOD 06-91-05-05; HOD 06-87-11-17; HOD 06-81-06-18; HOD 06-78-06-08; HOD 06-78-06-07; HOD 06-77-18-30; HOD 06-77-17-27; Initial HOD 06-73-13-24] [Standard]*

### Preamble

The Code of Ethics for the Physical Therapist (Code of Ethics) delineates the ethical obligations of all physical therapists as determined by the House of Delegates of the American Physical Therapy Association (APTA). The purposes of this Code of Ethics are to:

1. Define the ethical principles that form the foundation of physical therapist practice in patient and client management, consultation, education, research, and administration.
2. Provide standards of behavior and performance that form the basis of professional accountability to the public.
3. Provide guidance for physical therapists facing ethical challenges, regardless of their professional roles and responsibilities.
4. Educate physical therapists, students, other health care professionals, regulators, and the public regarding the core values, ethical principles, and standards that guide the professional conduct of the physical therapist.
5. Establish the standards by which the American Physical Therapy Association can determine if a physical therapist has engaged in unethical conduct.

No code of ethics is exhaustive nor can it address every situation. Physical therapists are encouraged to seek additional advice or consultation in instances where the guidance of the Code of Ethics may not be definitive. The APTA Guide for Professional Conduct and Core Values for the Physical Therapist and Physical Therapist Assistant provide additional guidance.

This Code of Ethics describes the desired behavior of physical therapists in their multiple roles (eg, management of patients and clients, consultation, education, research, and administration), addresses multiple aspects of ethical action (individual, organizational, and societal), and reflects the core values of the physical therapist (accountability, altruism, collaboration, compassion and caring, duty, excellence, integrity, and social responsibility). Throughout the document the primary core values that support specific principles are indicated in parentheses. Unless a specific role is indicated in the principle, the duties and obligations being delineated pertain to the five roles of the physical therapist. Fundamental to the Code of Ethics is the special obligation of physical therapists to empower, educate, and enable those with impairments, activity limitations, participation restrictions, and disabilities to facilitate greater independence, health, wellness, and enhanced quality of life.

**Principle #1:** Physical therapists shall respect the inherent dignity and rights of all individuals.  
(Core Values: Compassion and Caring, Integrity)

1A. Physical therapists shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.

1B. Physical therapists shall recognize their personal biases and shall not discriminate against others in physical therapist practice, consultation, education, research, and administration.

**Principle #2:** Physical therapists shall be trustworthy and compassionate in addressing the rights and needs of patients and clients.

(Core Values: Altruism, Collaboration, Compassion and Caring, Duty)

- 2A. Physical therapists shall adhere to the core values of the profession and shall act in the best interests of patients and clients over the interests of the physical therapist.
- 2B. Physical therapists shall provide physical therapist services with compassionate and caring behaviors that incorporate the individual and cultural differences of patients and clients.
- 2C. Physical therapists shall provide the information necessary to allow patients or their surrogates to make informed decisions about physical therapist care or participation in clinical research.
- 2D. Physical therapists shall collaborate with patients and clients to empower them in decisions about their health care.
- 2E. Physical therapists shall protect confidential patient and client information and may disclose confidential information to appropriate authorities only when allowed or as required by law.

Principle #3: Physical therapists shall be accountable for making sound professional judgments.

(Core Values: Collaboration, Duty, Excellence, Integrity)

- 3A. Physical therapists shall demonstrate independent and objective professional judgment in the patient's or client's best interest in all practice settings.
- 3B. Physical therapists shall demonstrate professional judgment informed by professional standards, evidence (including current literature and established best practice), practitioner experience, and patient and client values.
- 3C. Physical therapists shall make judgments within their scope of practice and level of expertise and shall communicate with, collaborate with, or refer to peers or other health care professionals when necessary.
- 3D. Physical therapists shall not engage in conflicts of interest that interfere with professional judgment.
- 3E. Physical therapists shall provide appropriate direction of and communication with physical therapist assistants and support personnel.

Principle #4: Physical therapists shall demonstrate integrity in their relationships with patients and clients, families, colleagues, students, research participants, other health care providers, employers, payers, and the public.

(Core Value: Integrity)

- 4A. Physical therapists shall provide truthful, accurate, and relevant information and shall not make misleading representations.
- 4B. Physical therapists shall not exploit persons over whom they have supervisory, evaluative or other authority (eg, patients/clients, students, supervisees, research participants, or employees).
- 4C. Physical therapists shall not engage in any sexual relationship with any of their patients and clients, supervisees, or students.
- 4D. Physical therapists shall not harass anyone verbally, physically, emotionally, or sexually.
- 4E. Physical therapists shall discourage misconduct by physical therapists, physical therapist assistants, and other health care professionals and, when appropriate, report illegal or unethical acts, including verbal, physical, emotional, or sexual harassment, to an appropriate authority with jurisdiction over the conduct.
- 4F. Physical therapists shall report suspected cases of abuse involving children or vulnerable adults to the appropriate authority, subject to law.



Principle #5: Physical therapists shall fulfill their legal and professional obligations.

(Core Values: Accountability, Duty, Social Responsibility)

5A. Physical therapists shall comply with applicable local, state, and federal laws and regulations.

5B. Physical therapists shall have primary responsibility for supervision of physical therapist assistants and support personnel.

5C. Physical therapists involved in research shall abide by accepted standards governing protection of research participants.

5D. Physical therapists shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.

5E. Physical therapists who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

5F. Physical therapists shall provide notice and information about alternatives for obtaining care in the event the physical therapist terminates the provider relationship while the patient or client continues to need physical therapist services.

Principle #6: Physical therapists shall enhance their expertise through the lifelong acquisition and refinement of knowledge, skills, abilities, and professional behaviors.

(Core Value: Excellence)

6A. Physical therapists shall achieve and maintain professional competence.

6B. Physical therapists shall take responsibility for their professional development based on critical self-assessment and reflection on changes in physical therapist practice, education, health care delivery, and technology.

6C. Physical therapists shall evaluate the strength of evidence and applicability of content presented during professional development activities before integrating the content or techniques into practice.

6D. Physical therapists shall cultivate practice environments that support professional development, lifelong learning, and excellence.

Principle #7: Physical therapists shall promote organizational behaviors and business practices that benefit patients and clients and society.

(Core Values: Integrity, Accountability)

7A. Physical therapists shall promote practice environments that support autonomous and accountable professional judgments.

7B. Physical therapists shall seek remuneration as is deserved and reasonable for physical therapist services.

7C. Physical therapists shall not accept gifts or other considerations that influence or give an appearance of influencing their professional judgment.

7D. Physical therapists shall fully disclose any financial interest they have in products or services that they recommend to patients and clients.

7E. Physical therapists shall be aware of charges and shall ensure that documentation and coding for physical therapist services accurately reflect the nature and extent of the services provided.

7F. Physical therapists shall refrain from employment arrangements, or other arrangements, that prevent physical therapists from fulfilling professional obligations to patients and clients.

Principle #8: Physical therapists shall participate in efforts to meet the health needs of people locally, nationally, or globally.

(Core Value: Social Responsibility)

8A. Physical therapists shall provide pro bono physical therapist services or support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.

8B. Physical therapists shall advocate to reduce health disparities and health care inequities, improve access to health care services, and address the health, wellness, and preventive health care needs of people.

8C. Physical therapists shall be responsible stewards of health care resources and shall avoid overutilization or under- utilization of physical therapist services.

8D. Physical therapists shall educate members of the public about the benefits of physical therapy and the unique role of the physical therapist.

## Academic Honesty Pledge

I understand that ethical conduct is one of the most important attributes of a competent health care professional. Cheating on any examination, assignment or project may ultimately deprive my future patients of the quality health care they deserve.

Upon matriculation, I agree to abide by the policies and procedures of Johnson & Wales University and the Johnson & Wales University Doctor of Physical Therapy Program (JWUDPT). As a member of the Doctor of Physical Therapy class, I affirm that I will personally uphold the Honor Code, as found in the DPT Code of Conduct Policy, and will report any suspected or known infractions of the Honor Code committed by any member of my class.

During written examinations, quizzes or practical examinations, I affirm that I will not use any outside sources of information, including but not limited to books, web sites, unauthorized use of artificial intelligence (AI), journals, computers, smart phones, tablets, smart watches, or any other emerging technologies. In addition, I will not seek help from another person by phone, in person or via electronic means.

I understand that academic misconduct is defined as any dishonest or disruptive act that occurs in relation to or in furtherance of an academic exercise. If I am found to commit an act of academic misconduct, I will be subject to disciplinary actions in accordance with the University policy. This includes, but is not limited to, cheating, plagiarism, misrepresentation, and misuse of academic materials. These are defined below:

***Academic Misconduct:*** Academic misconduct is defined as any dishonest or disruptive act that occurs in relation to or in furtherance of an academic exercise. Any student having been found to commit an act of academic misconduct is subject to disciplinary actions in accordance with the University policy.

***Cheating:*** Cheating is an intentional, attempted or completed, act to give, obtain, receive, or use unauthorized assistance on any academic exercise. Cheating includes, but is not limited to:

- *Acquiring answers from an unauthorized source in completing an examination.*
- *Sharing materials such as textbooks, notes or other materials during an examination without the instructor's permission.*
- *Collaborating on any academic work unless specifically authorized by the course instructor.*
- *Having someone else complete a paper, research, project, or any other academic assignment for you.*
- *Recording and/or distributing course materials either electronically or in print without permission.*
- *Sharing information to other DPT students regarding the content that was covered on a written examination, practical examination, written quiz, or any other assignment.*
- *Using unauthorized information, materials, or study aids, such as a phone, cheat sheet, or generative artificial intelligence (GAI) tools, during an exam or for an assignment without explicit permission by the course instructor.*

***Plagiarism:*** Plagiarism is a form of theft where one acquires and reproduces another's intellectual property, presenting it as their own. Plagiarism applies to all aspects of human creativity – oral or written words, symbols, numbers, visual images, design, objects, and sounds – from any source, including the Internet. Diana Hacker identifies three specific acts

*that constitute plagiarism: “(1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks and (3) failing to put summaries and paraphrases in your own words” (Hacker, 359 and 418). Specific examples of plagiarism include, but are not limited to:*

- *Copying verbatim the words of another from examinations, themes, term papers, or theses.*
- *Copying the printed words or ideas of a writer without giving credit to the author.*
- *Using, borrowing, stealing, presenting or downloading another’s ideas or writing and submitting such material as one’s own work.*
- *Paraphrasing excessively the work of another without appropriate citation.*
- *Providing inaccurate or insufficient sourcing.*
- *Using a reference source to substitute words for the words of a source and subsequently passing as one’s own work.*
- *Resubmitting work in whole or in part, that has previously been submitted in another course, without permission from both current and former instructors.*

**Misrepresentation:** *Misrepresentation is an intentional or, in select cases negligent, act or omission to deceive or defraud an instructor for the purpose of obtaining an unfair academic advantage. Misrepresentation examples include:*

- *Falsifying, unauthorized altering, or presenting misleading information, verbal or written, to an instructor concerning an academic exercise and presenting it as legitimate.*
- *Submitting altered, invented, counterfeited or forged information, data or official documents affecting academic records.*
- *Changing responses on an exam after the examination period concludes.*
- *Lying to an instructor to positively affect one’s grade.*
- *Providing a false excuse for missing the submission of an assignment or falsely claiming to have submitted the work.*
- *Lying to an instructor or other University officials when confronted with allegations of academic misconduct.*
- *Furnishing false information to or withholding pertinent information to an investigation from any University official, faculty member or office (e.g. failing to produce University identification to a University official); and/or failing to disclose a criminal conviction in appropriate circumstances when a conviction is relevant to the disciplinary area of study, professional credentialing, internships, placements, or practice.*

**Misuse of Academic Materials:** *The misuse of academic materials entails intentional acts preventing others from the ability to complete their work. This includes:*

- *Willfully disrupting the academic work of others.*
- *Preventing other students or instructors from accessing course material by either mutilating or stealing library material or disabling computer equipment or databases.*
- *Stealing or destroying another student’s notes or materials.*
- *Taking the materials of another without permission.*
- *The unauthorized possession and/or use of examinations or answer keys to examinations.*
- *The unauthorized selling or purchasing of examinations, papers, or assignments.*

The content of all examinations is proprietary and confidential and not to be transcribed or reproduced in any manner at any time, or through any means.

I understand that the use of technology designed to capture test content or override test security measures represents a violation of the Honor Code. Possession, re-creation and/or distribution of any examinations or the content of any examinations is prohibited. Students are expected to respect test security at all times as outlined in the Testing Environment and Review of Student Assessments Policy.

Anyone in possession of unauthorized examination content will be subject to academic disciplinary action, up to and including potential dismissal from the program, for failing to meet professional standards.

**I will abide by all academic integrity policies set forth by the program.**

Student Signature: \_\_\_\_\_

Student Full Name (Print): \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Date: \_\_\_\_\_

## **Student Dress Code and Personal Hygiene**

Students attending the Johnson & Wales University Doctor of Physical Therapy (JWUDPT) Program represent the Program, Johnson & Wales University, and the Profession of Physical Therapy. JWUDPT Students are expected to dress in a professional manner in the classroom, laboratory, special events and while attending integrated/full-time clinical experiences, which will enhance integration into the clinical setting and promote a successful learning experience. Regardless of setting or specific attire, student clothing should be clean and pressed.

### **Program-Related Event Dress Code**

Students shall wear business-casual dress attire while participating in non-patient care activities, University/School/Program related activities, and at any other time while representing the JWUDPT Program.

Examples of appropriate attire (Integrated Clinical Experiences, Program Functions/ Events and courses in which a guest lecturer is present) include:

- Blouses/Collared Shirts tucked into full length business-casual slacks- blazers and ties are optional, with a belt, sweaters, casual slacks, suits, knee-length or longer skirts or dresses.

Examples of clothing not permitted include:

- Sneakers, open-toed shoes, or flip-flops.
- Sweat suits, pajamas, beach wear and shorts.
- Outfits resulting in bare midriffs.
- Tee Shirts or Tank tops.
- Hats - unless when worn as part of medical treatment, religious or cultural observation.
- Jeans or leggings

### **Didactic and Laboratory Dress Code**

Given the curriculum's structure in which students may be in lab and lecture on the same day, clean casual attire is required. To ensure full preparation for all laboratory experiences, students should always have access to lab clothes that allow for maximum skin exposure of any given body region, while maintaining the highest degree of modesty possible. Students MUST report to the lab appropriately dressed, as described below. They may choose to wear outerwear over their lab attire if they desire; however, it MUST not be disruptive or overly time-consuming for them to disrobe to participate in lab.

Examples of lab clothing may include shorts, t-shirts, tank tops, halter tops, bathing suit tops with back exposure. Students should also have access to athletic footwear at all times.

### **JWUDPT Name Tags**

JWUDPT students will be identifiable at special events and while attending Integrated/Full-time Clinical Experiences by wearing the supplied JWUDPT name badge in addition to any required hospital or clinic provided badges, lanyards, and name tags.

### **Clinical Education Experience Dress Code**

Unless advised otherwise by the clinical site, students should dress in business-casual attire for their clinical experience. Students should wear blouses/collared shirts tucked into full length business-casual slacks, with a belt, sweaters, casual slacks and suits. Clothing should not be revealing in any way and must not restrict the student from performing any movements or from positioning themselves as necessary to fully participate in the types of treatments provided to the patient population at the clinical site. Shirts should be long enough, and pants should be high enough so that backs and

midriffs are not visible at any time including during reaching and bending movements. Students should wear business-casual or dress shoes with a heel height not greater than 1", clean sneakers when approved by clinical sites.

If the clinical site has a dress code policy that supersedes that of the JWUDPT Program, students must follow the dress code of the clinical site (i.e., some clinical sites may require scrubs, or slacks and a shirt of a certain color).

Open-toed or untied shoes, t-shirts, tank tops, sweatshirts, shorts, and jeans (of any color) are not acceptable attire and should not be worn during any clinical experience.

Hair color/style and jewelry should be conservative in nature such that they do not draw excessive attention and are not considered inappropriate or distracting in a professional setting. Jewelry should also be kept to a minimum and should not interfere with the student's ability to perform patient care activities. Wedding bands, medical-alert bracelets, simple watches with a second-hand, and small non-dangly earrings are permitted. Long necklaces should not be worn or should be tucked inside clothing. All visible body piercings, other than traditional earrings, must be covered or removed during clinical experiences (includes facial and tongue piercings). The maximum number of earrings permitted in each ear is two (2). Earrings in a greater number must be removed during clinical experiences. Gauge earrings are not permitted. It is preferred that they be removed during clinical experiences; however, in cases where there is notable disfigurement students may consult with program faculty about the option of using a cover. Tattoos on the torso, the arms down to the wrists, the legs, and the feet should be covered during clinical experiences.

Students who are deemed by a clinical site to not meet acceptable professional dress and personal presentation standards may be asked to leave their clinical placement. In this event the student may need to wait up to a full semester to be rescheduled for a clinical placement and cannot be guaranteed a placement in the same geographical region or the same type of practice setting.

### **Hygiene Requirement for Classroom, Laboratory, and Clinical Experiences**

It is critical that students practice good hygiene, especially when working with fellow classmates in the laboratory, and with patients in the clinic. Students should shower/bathe regularly, have clean hair which is short or secured away from their face as well as the treatment space, hands should be clean and should be washed according to OSHA guidelines in between each treatment, fingernails should be clean, short (below the fingertips) and free of acrylic and gel fingernail polishes. Make-up should be kept to a minimum. Beards and mustaches must be neatly trimmed; however, students should be aware that all or some facial hair may need to be removed to ensure a secure and properly fitting respirator per CDC guidelines, see Figure 1. below. Perfume, cologne, or any other fragrances are prohibited while in the classroom, laboratory and at clinical sites.

## **Student Identification and Right to Refuse Treatment**

### **Student Identification**

Patients have the right to know the identity of all individuals involved in their care, including names, roles and qualifications of their care providers. During Integrated and Full-Time Clinical Experiences, as well as any other patient observations/interactions connected with the Johnson & Wales University Doctor of Physical Therapy (JWUDPT) Program, JWUDPT Students should verbally identify themselves as a “Doctor of Physical Therapy Student” at the start of all patient encounters. In addition, JWUDPT students should wear the name badge issued to them by the JWUDPT Program, which clearly identifies the student's name and their role as a Doctor of Physical Therapy Student. A facility-generated name badge may be worn in addition should it be required by the clinical site. Patients must be informed of who will be involved in their care and provide prior consent before a JWUDPT Student is allowed to participate in the delivery of Physical Therapy services.

### **Patients right to refuse treatment by a student**

Patients have the risk-free right to refuse having the DPT student involved in their treatment. The Clinical Instructor (CI) must bear the primary responsibility to obtain consent from the patient by asking for patient permission before allowing the DPT student to participate in the initial observation or provision of patient care.

If during subsequent patient encounters, the DPT student receives a refusal from any patient while the CI is not present, the student must cease delivery of PT services as soon as it is feasible to safely do so, then must immediately notify their Clinical Instructor or their designee.



## Students with Disability

Johnson & Wales University complies with the Americans with Disabilities Act (ADA) of 1990. The ADA prohibits discrimination against *qualified* individuals with disabilities on the basis of that individual's disability. Not only does Johnson & Wales University comply with the ADA, but Johnson & Wales also considers this compliance to be a reaffirmation of the University's long-standing nondiscrimination policy. To this end, Johnson & Wales bases all of its admissions decisions on an applicant's qualifications to perform the essential functions of the Doctor of Physical Therapy student role, with or without reasonable accommodations that do not impose an undue hardship on the University and/or the Johnson & Wales Doctor of Physical Therapy (JWUDPT) Program. Johnson & Wales University does not discriminate unlawfully against the disabled and is in full compliance with the Rehabilitation Act of 1973, as amended.

### Responsibilities of Students with a Neurodivergent Disability or ADHD

- Students with nonphysical disabilities, such as a learning disability (LD) or Attention-Deficit/Hyperactivity Disorder (ADHD) are required to provide the Accessibility Services office with a copy of the appropriate documentation of the disability. The Accessibility Services office will make a determination as to what accommodations, if any, are reasonable for the program to make.
- Students are required to have an initial meeting with their accessibility advisor to review their documentation and to determine the accommodations that might best support their learning. After the first semester, students can request their accommodation plans be sent to their instructors each semester by email or phone.
  - Students can contact Accessibility Services by phone at 401-598-4660 or email at [accessibility.pvd@jwu.edu](mailto:accessibility.pvd@jwu.edu). It is the student's responsibility to initiate all appointments and requests for accommodations or services.
  - Report any scheduling or professor changes or add/drops to the Accessibility Services office immediately. If revisions of approved accommodations are needed, the student must schedule an appointment to discuss all changes and amend their accommodations. Email or phone contacts will not be considered official or sufficient.
- Students must then meet with the course coordinator for each course they are seeking accommodations as soon as possible after obtaining accommodations from the University, to make practical arrangements for each accommodation. Faculty members are not required to provide accommodations for the students, unless the Accessibility Services office has sent them a copy of the accommodations. Students should be aware that faculty need a reasonable amount of time to implement these accommodations and may need to consult with the Professional Performance Committee (PPC) should they have questions on how to most appropriately meet the student's requests/needs.
- Students are encouraged on an as needed basis to schedule appointments with the Accessibility Services office throughout the term to discuss academic needs. They do not track or monitor student progress/grades, nor does it report back to the Program.

For all other information regarding Learning Disabilities and ADHD at Johnson & Wales University, please contact the Academic Success Center at 401-598-1485.

### **Responsibility of the DPT Program for Students with Learning Disabilities**

- The JWUDPT Program Director or the Associate Program Director will meet with the Director of the Accessibility Services office and discuss relevant program requirements based on the disability and in accordance with the Rehabilitation Act and the Americans with Disability Act to assist in the implementation of accommodation(s) on an as needed basis.
- The program will inform the student of the accommodation(s) and apply them to the didactic portion of the curriculum. Extended time accommodations will be programmed into the ExamSoft program for automatic application to each computerized exam.
- Students are reminded that time management is a key objective of all full-time clinical experiences and requires the student to meet contemporary clinical practice standards. It is the JWUDPT Program's philosophy that students should not be granted extended time accommodations on full-time clinical experiences while performing hands-on patient care. To this end the faculty have determined that students should not be afforded extended time accommodations during the hands-on portions of all practical examinations, comprehensive practicums, and qualifying examinations, as the faculty believe this would change the fundamental nature of the content being taught/assessed preventing the specific course objectives from being achieved.
  - Rationale: The JWUDPT Program and its faculty have determined that once a student graduates, takes part in a full-time clinical experience and/or becomes employed these hands-on clinical skills will need to be performed in a given time period based upon contemporary clinical practice standards. The Program and its faculty have determined that allowing extended time during the clinical phases of a student's education puts the student at a clear and distinct disadvantage upon entering the full-time clinical experience phase of their education as well once they become employed as a physical therapist. During the clinical phases of every student's education, the clinical sites will not be granting extra time for patient care and documentation for any clinical student.
- All accommodations will be reviewed and applied within the limits of the curriculum and the documented disability. Students will be advised by the Program if there is concern that the recommended accommodation(s) are not within the constraints of the program or the curriculum, or if they are not able to be honored because doing so would be a fundamental alteration that prevents the student from meeting one or more of the course objectives. All requests for accommodations will be evaluated on an individual basis. This may require the student to come early for examinations, stay later or take the examination/practical on a different day than their peers. ALL students are reminded of the need for test security as outlined in the Code of Conduct Policy.

### **Responsibilities of Students with Physical Disabilities**

- Students with physical disabilities must be able to meet the JWUDPT Program's Essential Functions as described in the Essential Functions Policy, with or without reasonable accommodations. Those seeking such accommodations must contact Johnson & Wales University Accessibility Services office.

### **Responsibilities of Students with Psychiatric or Psychologic Disabilities**

- Students with Psychiatric or Psychologic disabilities must be able to meet the JWUDPT Program's Essential Functions as described in the Essential Functions Policy, with or without reasonable accommodations. Those seeking such accommodations must contact the Director of Counseling Services.

## Grade Summary Table at the Graduate Level

The grading system is as follows:

Grade Range	Letter Grade	Quality Points
97–100	A+	4.00
93–96	A	4.00
90–92	A-	3.70
87–89	B+	3.30
83–86	B	3.00
80–82	B-	2.70
77–79	C+	2.30
73–76	C	2.00
<72	F	0.00

Definitions of other grades	
Audit (AU)	A grade of AU is issued when no academic credit is granted. This grade does not count in attempted and earned hours and is not calculated into the semester and cumulative grade point averages.
Grade Pending (GP)	This is a temporary mark given when the completion of course requirements is still underway. A GP is not calculated into the semester and cumulative grade point averages and is generally used under extreme, extenuating circumstances. Students who do not satisfy the instructor's requirements for the completion of outstanding work will not have a grade change submitted, and the grade will automatically be updated to an F.
Incomplete (I)	A grade of I is issued to students if they are unable to complete course requirements because of authorized absences. Outstanding work must be completed within five weeks of the final exam class day, or the grade will automatically become an F and will be included in the semester and cumulative grade point averages. For classes graded S/U (Satisfactory/Unsatisfactory), an "I" will change to a U.
No Credit (NC)	This is a non-punitive designation issued to a student who has been authorized to withdraw from class, or the university, due to extenuating circumstances. This grade is not calculated into the semester and cumulative grade point averages.
No Grade (NG)	A grade of NG is issued temporarily when there is no grade provided by the faculty member. This grade is not factored into the student's GPA. Once a grade is submitted, the cumulative average and transcript will reflect only the new grade. If a grade is not submitted to replace the NG within one year, it will automatically become an F and the grade will be included in the semester and cumulative grade point average.
Satisfactory (S)	A grade of S is used for designated courses throughout the university. These grades are not calculated into the semester and cumulative grade point averages.
Unsatisfactory (U)	A grade of U is used for designated courses throughout the university. These grades are not calculated into the semester and cumulative grade point averages.
Withdrawal (W)	To record attempted credits, a grade of W is recorded when a student withdraws from a registered course after its add/drop period has ended or is withdrawn from a culinary/baking & pastry laboratory course or a course with an experiential education component due to excessive absences. This grade is not calculated into the semester and cumulative grade point averages.

## Requirements for Academic Progression and Graduation

### Academic Progression:

Students in the Johnson & Wales University Doctor of Physical Therapy (JWUDPT) Program must demonstrate the following performance requirements to advance through and to each subsequent semester in the physical therapy program curriculum:

1. Satisfactory completion of all required JWUDPT Program courses with a grade of "C" or greater, except for the Qualifying Examination in DPT 8650 Comprehensive Skills Review and Qualifying Examination, which requires a grade of "B-" or greater.

**Table 1: JWUDPT Letter Grade Assignment and GPA Scale**

Points	Letter Grade	GPA
97-100	A+	4.0
93-96	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
0-72	F	0

2. Maintain a 3.0 cumulative grade point average (GPA). Students whose cumulative GPA falls below 3.0 are subject to dismissal from the program. Students are eligible to request probation to remain in the program and attempt to increase their cumulative GPA above 3.0. Once the student is notified by the Program Director (PD) that their cumulative GPA is less than 3.0, the student has 5 business days to submit 1) a request for academic probation and 2) an academic plan devised with their academic advisor, to the chair of the Professional Performance Committee (PPC) or PD. If approved for probation, the student will have up to two semesters to improve their cumulative GPA to a 3.0. However, the student's ability to progress in the program will be reviewed after the first semester to ensure they have improved their academic standing and are trending to achieve a cumulative GPA of 3.0 by the end of the probationary period.
3. Earn at least a 3.0 semester grade point average (GPA) in each semester. Students whose semester GPA falls below 3.0 will meet with the chair of the PPC and develop an academic plan. Once the student is notified by the DPT PD that their semester GPA is less than 3.0, the student has 5 business days to submit an academic plan devised with their academic advisor, to the chair of the Professional Performance Committee (PPC) or PD. The student will then meet with the chair of the PPC to review and finalize the academic plan.
4. Pass the Qualifying Examination with a score of 80% or greater.
5. Successfully complete each of the three (3) full-time clinical experiences in the JWUDPT Program curriculum (please see Progression to the Clinical Education Experience below).

**Academic Dismissal:**

Students who fail to meet the minimum performance requirements for academic progression will be subject to program dismissal.

**Progression to Clinical Education Experience**

Student readiness for progression to full-time clinical education experience will be determined by the ability to meet the following criteria:

- Successful completion of all didactic courses occurring in semesters 1-5.
- Successful completion of the DPT 8650 (score  $\geq 80\%$ )
- Cumulative GPA 3.0 or higher
- In good standing with the DPT PPC

Students who do not meet the above criteria will not be permitted to progress to full-time clinical education experiences. Student achievement of these criteria will be reviewed and discussed by the collective core faculty at the end of the fifth semester and prior to the start of the sixth semester when full-time clinical education experiences are scheduled to begin.

**Progression in the Clinical Phase**

To progress through the first two full-time clinical experiences students must achieve the minimum performance expectations for each clinical course as outlined in the respective course syllabi. Final grade in the course will be determined by the DCE based on, but not limited to, achievement of the minimum performance rating on the clinical assessment tool. If the course expectations are not met, the student will receive a failing grade for the clinical education experience and will not be permitted to progress to the next clinical education experience. Following a failed clinical experience, for progression to occur, the student will first be required to: 1) successfully complete remediation activities as outlined in the Academic Remediation and Dismissal Policy, then 2) repeat and successfully complete a comparable clinical education experience.

Students may not repeat more than one full-time clinical experience. If a student fails a second full-time clinical education experience the Director of Clinical Education (DCE) will refer the student to the Professional Performance Committee with a recommendation for dismissal from the JWUDPT Program.

To be eligible for graduation students must achieve entry-level by the end of their final clinical education experience.

**Requirements for Completion of the Program**

All coursework and required program components must be completed within five (5) years of initial matriculation.

In order for the JWUDPT program to certify students for graduation, candidates must have a cumulative 3.0 GPA, have successfully completed all required 122 credit hours of coursework in a five (5) year timeframe, completed qualifying examination successfully and achieved entry-level by the end of their final clinical education experience.

## **Academic Remediation and Dismissal Policy**

### **Academic Remediation**

Students who fail a written examination (< 73%), course practical examination (< 73%), comprehensive practicum (< 73%), or qualifying examination (< 80%) must contact the faculty member in charge of the course in which the activity was given along with their own faculty advisor within two (2) business days of grades posting to develop a study/remediation plan. When a student is assigned a remediation learning plan, it must be completed in the period specified by the assigning faculty member, for the student to be eligible for the retest. Remediation for failure is required and will consist of remedial training followed by a retest of information similar in both content and rigor to the original examination. This testing process will be scheduled based upon faculty availability and may require the student to return to campus during a scheduled break, holiday, or event. The student is responsible for being available when the retest is scheduled. The retest should be completed within a three-week timeframe from the original examination date.

#### **Written Examination Retesting**

Students who score less than 73% on a written examination will be given the opportunity to retest on up to two (2) examinations per class during their first year in the program (semesters 1-3) and one (1) examination per class during their second and third years in the program (semesters 4-8). If a student scores  $\geq 73\%$  on a written examination retake or practical examination retake, the failing grade will be replaced in the gradebook with a maximum grade of 70% (for written and practical examinations). In the event a student scores a grade of 71% or 72% on the initial written or practical examination, the student will still retest, however, the higher grade will stand (71% or 72% vs 70%).

#### **Practical Examination Retesting**

Students may only retake one (1) practical examination per course. Should a student fail two (2) practical examinations in the same course they will receive a grade of "F" in the course.

- For example, if a student receives a grade of 60% on a practical examination, they will have the opportunity to remediate and retake the practical examination. If they are successful with a grade of 73% or higher on the retake, their grade will be changed to 70% in the gradebook, and they will have used their retake for that course. If they fail the second practical in that same course in that same semester, the student will receive a grade of "F" for the course.

#### **Comprehensive Practicum/Qualifying Examination Retesting**

Students may only retake the Qualifying examination one time. Students who score < 80% on the Qualifying Examination retest (remediation) will receive a grade of F in the course. If a student scores  $\geq 80\%$  on the Qualifying Examination retake, the failing grade will be replaced in the gradebook with a maximum grade of 80% for the Qualifying Examination.

### **Appeal Process for a Failed Didactic Course**

Failure of a course, < 73% average in the Johnson & Wales University Doctor of Physical Therapy (JWUDPT) Program will result in dismissal from the program. If the student is dismissed from the DPT program, they have the opportunity to appeal. The program follows the University's Complaint and Grievance Process which can be found in the JWU General Information and Policies Catalog. As outlined in the Complaint and Grievance Process, the student has the right to appeal to the faculty member, program director, and the Dean on matters related to a student's grade. The first complaint must be filed within 3 days of the incident. The student should first address the complaint or grievance with the faculty member. If the student does not wish to address the complaint with the faculty member, the student should present the complaint to the program director. If the student's

grievance is still unresolved or new information comes to light or the student considers the decision unjust, the student can submit the complaint to the Dean for review. The Dean's decision is final.

### **Dismissal and Reinstatement: Didactic**

Students who fail a course (<73%) or score less than 80% on the Qualifying Examination will be dismissed from the program. Students have the opportunity to appeal the decision for dismissal and request to be reinstated in the program and join the next cohort. In cases in which the student is reinstated, it is important that the student notes that JWUDPT courses are offered in a sequential fashion. Dismissal and reinstatement will delay a student's graduation by at least one year as they will not be allowed to move on to the next semester and will have to repeat the designated coursework the following year.

Students may also be dismissed from the program for falling below semester (3.0) and/or cumulative (3.0) GPA thresholds. At a minimum, students whose GPA is below either the semester and/or cumulative GPA threshold(s) must repeat ALL courses in which they have scored less than a C (73%) average for the semester in which they drop below the threshold. The PPC reserves the right to recommend that the student takes additional remedial action, including retaking additional coursework should it be deemed to be in the student's best interest academically.

In all cases of didactic dismissal, the student must petition the PPC for reinstatement into the JWUDPT program to join the following year's cohort, if approval is granted. Students who return for the next cohort will be enrolled in all courses in which they did not achieve a grade of 73%

Students who return to the Program with the next cohort will remain on academic probation until their cumulative grade point average is at or above a 3.0. All students must have a cumulative GPA at or above a 3.0 to proceed to the full-time clinical experiences.

Students reinstated are subject to the same policies as the current cohort of matriculated students they are joining.

### **Remediation for a Failed Full-Time Clinical Education Experience**

If a student does not meet the criteria for passing a full-time clinical experience as outlined in the clinical education course syllabi, they will meet with the Director of Clinical Education (DCE) to develop a remediation plan that addresses the identified performance deficits. The remediation plan may include a remediation course that the student is required to successfully complete prior to being eligible to repeat the failed clinical experience. This plan will be coordinated by the DCE and relevant faculty and submitted to the PPC for review and approval. Once the remediation plan has been successfully completed, the DCE will work to reschedule the student at a new clinical site for a repeat clinical experience in a comparable clinical setting. The repeated clinical experience will be scheduled no earlier than the ensuing semester.

Students may not repeat more than one full-time clinical experience. In the event a student fails a second full-time clinical experience, the student will be dismissed from the program.

### **Dismissal and Reinstatement Implications for the Student Regarding Financial Aid**

Any student that does not complete the JWUDPT program in the 30-month time frame must consult with financial aid to understand the potential consequences of extended program enrollment.

Students who are considering returning to the program after not attending for at least one semester should contact the JWU Student Financial Services and their individual lenders to discuss financial implications and obligations related to stopping and returning to the program at a later date.

## **Student Withdrawal and Personal Leave**

The JWUDPT curriculum is designed as a cohort-based, sequential program over 30 months. Admitted students are expected to proceed through the program with their cohort. At times during a student's education, it may be necessary or in their best interest to withdraw or take a personal leave of absence. Any interruption in enrollment will have an impact on progression through the program and may have financial implications.

This policy outlines the procedures and expectations for students in the JWUDPT program who wish to voluntarily withdraw from the program or request a personal leave of absence. The goal is to ensure clarity, consistency, and support for student success during periods of transition.

### **Withdrawal**

Johnson & Wales University (JWU) defines withdrawal as a complete withdrawal from all classes remaining in a semester. A complete withdrawal before the beginning of the semester start date will result in no financial responsibility for that semester. Withdrawal from the university after the start of the semester will result in tuition charges in accordance with the university's refund policy. The date the written withdrawal notification is received by the JWU Registrar shall be the date used in determining the refund of fees, if applicable, in accordance with the refund policy. A grade of W will be issued for each withdrawn course not completed in that semester and recorded on the transcript as attempted credits. This grade is not calculated in the grade point average. Students withdrawing from the JWUDPT program must complete the following steps:

- Students must notify the Program Director in writing of their intent to withdraw.
- Students must submit a University Withdrawal Form which can be found on the JWU website to the Registrar's Office.
- Students receiving financial aid are required to complete an exit interview with Student Financial Services to discuss the impact of withdrawal on tuition charges and financial aid.
- Students living in on-campus housing are required to contact Residential Life prior to the submission of their notice to discuss the impact of withdrawal on housing status. Students must vacate university housing within 24 hours of withdrawal, removing all personal belongings, returning keys and signing out at the front desk of their residence hall.
- In compliance with federal regulations, Student Academic Services will submit an enrollment update to the National Student Clearinghouse within 30 days of the withdrawal notification date, which is the date the student notified Student Academic Services of their intent to withdraw from the university.
- In the case of re-enrollment, graduation date and academic progress will be impacted. Withdrawal from a prerequisite course may impact future course registration, if scheduled, and may impact the sequencing of remaining requirements.

### **Personal Leave**

Students may request a personal leave of absence for educational, medical, or personal reasons. This leave is intended as a temporary interruption, with the intent to return and continue in the program. To be considered for personal leave the student needs to be in good academic standing per the JWU policy. Personal leave guarantees enrollment upon the student's return.

- The request form is available on the JWU website and must be completed by the student and approved by the program director as a prerequisite for a leave request to be granted.



- For financial aid recipients, under federal guidelines, a student on personal leave is considered withdrawn from the university. All prior account balances must be cleared, and the student must reapply for financial aid.
- Personal leave is typically granted for one semester at a time. However, the total duration of personal leave will depend on the reason for the leave request. A student must complete all JWUDPT coursework within five (5) years of starting the program.

### **Special Circumstances Related to Full-time Clinical Education Experiences**

All requests for withdrawal or personal leave during a full-time clinical education experience will be reviewed by the DCE's and/or the PPC to determine if a remediation plan needs to be completed prior to scheduling a new full-time clinical education experience.

### **Procedure for Return**

Following a personal leave, students are required to inform the program director in writing at least thirty (30) days prior to the beginning of the semester in which they intend to return.

In the case of returning to a clinical education experience, the start date is subject to clinical education resources.

A re-entry plan will need to be approved by the Professional Performance Committee (PPC). Students may need to complete a new background check, a drug screen, update clinical paperwork, repeat certain courses or enroll in courses that have changed as a result of curriculum updates. Students will be charged the current tuition rate and fees upon return.

Students who circumvent this process and do not obtain permission from the JWUDPT Program to reenter the program, even if granted by the University's Registrar's Office, have violated this policy and the JWUDPT Program's Code of Conduct; therefore, these students will not be allowed to reenter the program.

Students who wish to reenter the program must demonstrate to the satisfaction of the JWUDPT Program's PPC that the circumstances responsible for withdrawal/personal leave have resolved or mitigated to the point where the PPC feels that the student is able to succeed upon reentering the program. Once granted reentry, students will return to didactic courses at the beginning (first day) of the same academic term in which they began their withdrawal/personal leave. In cases of a medical withdrawal/personal leave, students must provide written documentation by the medical provider responsible for their care during their absence indicating that they meet the pertinent standards as determined by the JWUDPT program.

## Academic Probation Contract

Students, please read the text below carefully before completing this form. Students on Academic Probation are required to submit their contract to their faculty advisor and the chairperson of the DPT Program Professional Performance Committee (PPC) no later than week two of the probationary term for approval. Students must work with their faculty advisor for assistance with completing this form prior to submission to the chairperson of the PPC. Please be mindful of spelling and grammar as you complete this form.

### Section #1: Student Information

Name		
J#		
Graduation Year		
Current Semester	1, 2, 3, 4, 5, 6, 7, 8	
Faculty Advisor		
Cumulative GPA		
Reason for academic probation	<input type="checkbox"/>	GPA < 3.000
	<input type="checkbox"/>	Course Failure
Have you been placed on academic probation before?	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No

### Section #2: Student Concerns

Average number of hours per week you spend studying		
Number of classes missed this semester		
The coursework you needed the most help with included		
Areas you are having difficulty with (check all that apply):	<input type="checkbox"/>	Community
	<input type="checkbox"/>	Family
	<input type="checkbox"/>	Responsibilities
	<input type="checkbox"/>	Finances
	<input type="checkbox"/>	Food
	<input type="checkbox"/>	Health (Mental or Physical)
	<input type="checkbox"/>	Housing
	<input type="checkbox"/>	Loneliness/Homesickness
	<input type="checkbox"/>	Roommates/Relationships
	<input type="checkbox"/>	Sleep
	<input type="checkbox"/>	Time Management
	<input type="checkbox"/>	Transition to JWU
	<input type="checkbox"/>	Work Responsibilities
<input type="checkbox"/>	Other:	

Which academic or personal difficulties have interfered with your academic success in the past?	
What strategies and resources have helped you be successful in the past?	

### Section #3: Goal Setting

In this section, please outline three short term goals that you have for the next semester. For each goal, please outline actions that you will take to reach these goals.	Goal #1: Actions:
	Goal #2: Actions:
	Goal #3: Actions:
In this section, please share two of your long-term goals. This may include career, graduate school, fellowships, etc.	Goal #1:
	Goal #2:

### Section #4: Resources

Please be sure to select all resources that you plan to utilize during your semester of academic probation	<b>Academic</b>	
	<input type="checkbox"/>	Academic Success Center <i>or</i> Faculty Advisor (required)
	<input type="checkbox"/>	Student Academic Services (SAS)
	<input type="checkbox"/>	Wildcat Learning Effectiveness in Action Program (LEAP) and Wildcat Relationships, Organization, Attention and Reflection (ROAR)
	<input type="checkbox"/>	Peer Tutoring Program (to be initiated after the first cohort)
	<input type="checkbox"/>	Writing Center
	<input type="checkbox"/>	Faculty Office Hours
	<input type="checkbox"/>	Library Services
	<b>Disability</b>	
	<input type="checkbox"/>	Accessibility Services
	<b>Health</b>	
	<input type="checkbox"/>	University Counseling, Health & Wellness Services
	<input type="checkbox"/>	Counseling, Health and Wellness Services outside of the University
	<b>Financial</b>	
	<input type="checkbox"/>	Student Financial Services
	<input type="checkbox"/>	Student Employment
	<input type="checkbox"/>	Employment outside of the University

	<b>Experiential</b>	
		Housing and Residential Life
		University Engagement
		Off Campus Engagement and Support
	<b>Support</b>	
		Cultural Centers
		The Bridge for Diversity, Equity & Social Justice
		Inclusion, Diversity & Equity Action Group (IDEA)
		Religious Support
		Military
	Other (please specify below):	

Advising probation conditions:

	Meet with my faculty advisor during the weeks leading up to: add/drop deadline, withdrawal deadline and final exams (required).
	Promptly meet with my faculty advisor regarding any At-Risk progress reports submitted (required).
	Repeat the following courses:  Earn _____ grade(s) in _____ class(es) to improve GPA
	Other (please specify below):

Mandatory Conditions of DPT Academic Probation Contract:

<p><i>For example:</i></p> <ul style="list-style-type: none"> <li>• <i>Student must earn a 3.4 (18 credits) in the Fall 2025 Semester to bring cumulative GPA up to at least a 3.000.</i></li> <li>• <i>Student is required to attend group tutoring for the lectures each week that it is offered.</i></li> <li>• <i>Student is required to work with their academic advisor to set up weekly 1:1 tutoring for all courses that tutoring is offered. This is mandatory for these courses and the student will set this up with their faculty advisor by the end of week 1 of the semester.</i></li> <li>• <i>Student will meet with faculty academic advisor during weeks 3, 6, and 9 to benchmark status (student responsible for setting this up)</i></li> </ul>
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Date probation requirement(s) must be completed (i.e.: Fall 2026)	
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I understand the terms of and agree to comply with my Academic Probation Contract. I understand that failure to comply with this contract could result in dismissal from my academic program and/or the college.

<b>Student Signature</b>		Date:     /     /
<b>Faculty Advisor Signature</b>		Date:     /     /
<b>PPC Chairperson Signature</b>		Date:     /     /

## **Professional Behaviors, Professional Performance Committee, and Appeals Process**

### **Procedure for End of Semester Review for a Professional Behaviors or Professional Skills**

#### **Concern:**

At end of each semester, or more frequently as requested by an individual faculty or staff member, the core faculty of the DPT program will perform an academic review and a professional behavior review of all DPT program students.

- At the end of each semester, the faculty will meet and discuss/review the Student Professional Behaviors Evaluation Form from each course within that semester.
- If there are professional behaviors and professional skills concerns, the Chairperson of the PPC will reach out to the student and repeat parts of the Procedure for In Semester Review for a Professional Behaviors or Professional Skills Concern.

#### **Academic Probation**

If a student is placed on academic probation, criteria to clear the probation status will be defined in a letter and include, but are not limited to, achieving the required minimum semester and cumulative GPAs. Probationary status is removed by meeting the conditions of academic probation as set by the PPC. Failure to meet the conditions of probation will result in a recommendation to the Dean for dismissal from the DPT Program.

#### **Violations of Academic Integrity**

If it has been determined that a student has cheated on an assignment, written examination, or practical examination:

- Step 1 – The student will receive a grade of “0” (zero) without the opportunity to remediate the assignment or examination for credit and their grade of “0” will remain in the gradebook.
- Step 2 – Faculty who suspects a violation of Academic Integrity must refer the matter to Community Standards and Conduct through the online Academic Integrity Referral Form.
- Step 3 – The faculty member will refer the student to the PPC for a full committee review using the “Professional Behavior Concern Form”.

#### **Dismissal from the DPT Program**

The PPC may recommend dismissal of the student from the physical therapy program in the event of any of the following criteria:

- Failure of a remedial (repeated) didactic or clinical education course (if offered).
- Failing more than two (2) courses in the program.
- Failure of more than one (1) full-time clinical education experience.
- Failure to successfully clear probationary status in the time allowed.
- Failure to meet the criteria of an academic or clinical education Performance Contract.
- Failure to successfully remediate the Qualifying Examination to obtain a score of  $\geq 80\%$ .
- Failure of remediation of professional performance conduct standards.
- Suspension from the University.
- Violation of policies of academic honesty and academic ethics, including academic misconduct, cheating, plagiarism, misrepresentation, and misuse of academic materials.  
*Please refer to the end of this section for definitions of academic misconduct, cheating, plagiarism, misrepresentation, and misuse of academic materials.*
- Any behavior which threatens the safety or rights of university or clinical facility personnel or patients.

Students will receive an official letter of dismissal from the Dean of the College of Health & Wellness.

## **Appeals Process**

Students may petition the PPC for reinstatement in the year following dismissal if the student has not been reinstated more than once. A student whose matriculation within the curriculum has been terminated has the right to petition the Dean of the College of Health & Wellness in writing for consideration.

## **Definition Of Academic Misconduct**

**Academic Misconduct:** *Academic Misconduct is defined as any dishonest or disruptive act that occurs in relation to or in furtherance of an academic exercise. Any student having been found to commit an act of academic misconduct is subject to disciplinary actions in accordance with the University policy.*

***Cheating:*** *Cheating is an intentional, attempted or completed, act to give, obtain, receive, or use unauthorized assistance on any academic exercise. Cheating includes, but is not limited to:*

- *Acquiring answers from an unauthorized source in completing an examination.*
- *Sharing materials such as textbooks, notes or other materials during an examination without the instructor's permission.*
- *Collaborating on any academic work unless specifically authorized by the course instructor.*
- *Having someone else complete a paper, research, project, or any other academic assignment for you.*
- *Recording and/or distributing course materials either electronically or in print without permission.*
- *Sharing information to other DPT students regarding the content that was covered on a written examination, practical examination, written quiz, or any other assignment.*
- *Using unauthorized information, materials, or study aids, such as a phone, cheat sheet, or generative artificial intelligence (GAI) tools, during an exam or for an assignment without explicit permission by the course instructor.*

***Plagiarism:*** *Plagiarism is a form of theft where one acquires and reproduces another's intellectual property presenting it as their own. Plagiarism applies to all aspects of human creativity – oral or written words, symbols, numbers, visual images, design, objects, and sounds – from any source, including the Internet. Diana Hacker identifies three specific acts that constitute plagiarism: “(1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks and (3) failing to put summaries and paraphrases in your own words” (Hacker, 359 and 418). Specific examples of plagiarism include, but are not limited to:*

- *Copying verbatim the words of another from examinations, themes, term papers, or theses.*
- *Copying the printed words or ideas of a writer without giving credit to the author.*
- *Using, borrowing, stealing, presenting or downloading another's ideas or writing and submitting such material as one's own work.*
- *Paraphrasing excessively the work of another without appropriate citation.*
- *Providing inaccurate or insufficient sourcing.*
- *Using a reference source to substitute words for the words of a source and subsequently passing as one's own work.*
- *Resubmitting work in whole or in part, that has previously been submitted in another course, without permission from both current and former instructors.*

***Misrepresentation:*** *Misrepresentation is an intentional or, in select cases negligent, act or omission to deceive or defraud an instructor for the purpose of obtaining an unfair academic advantage. Misrepresentation examples include:*

- *Falsifying, unauthorized altering, or presenting misleading information, verbal or written, to an instructor concerning an academic exercise and presenting it as legitimate.*
- *Submitting altered, invented, counterfeited or forged information, data or official documents affecting academic records.*
- *Changing responses on an exam after the examination period concludes.*
- *Lying to an instructor to positively affect one's grade.*
- *Providing a false excuse for missing the submission of an assignment or falsely claiming to have submitted the work.*
- *Lying to an instructor or other University officials when confronted with allegations of academic misconduct.*
- *Furnishing false information to or withholding pertinent information to an investigation from any University official, faculty member or office (e.g. failing to produce University identification to a University official); and/or failing to disclose a criminal conviction in appropriate circumstances when a conviction is relevant to the disciplinary area of study, professional credentialing, internships, placements, or practice.*

**Misuse of Academic Materials:** *The misuse of academic materials entails intentional acts preventing others from the ability to complete their work. This includes:*

- *Willfully disrupting the academic work of others.*
- *Preventing other students or instructors from accessing course material by either mutilating or stealing library material or disabling computer equipment or databases.*
- *Stealing or destroying another student's notes or materials.*
- *Taking the materials of another without permission.*
- *The unauthorized possessing and/or using examinations or answer keys to examinations.*
- *The unauthorized selling or purchasing of examinations, papers, or assignments.*



## Professional Behavior Concern Form

Student Name	
Student Email Address	
Year of DPT Graduation	
Date Concern Filed	
Semester in Professional Program	Semester 1,2,3,4,5,6,7,8
Category of Professional Behavior Concern	<p>Options: (can be 1-12 reasons, more than one can be applicable)</p> <ul style="list-style-type: none"> <li>• Timeliness</li> <li>• Respect/Attitude</li> <li>• Problem Solving / Critical Thinking</li> <li>• Commitment to Learning</li> <li>• Interpersonal Skills</li> <li>• Accountability</li> <li>• Professionalism</li> <li>• Reaction to/ and use of Constructive Feedback</li> <li>• Effective Use of Time and Resources</li> <li>• Stress Management</li> <li>• Cultural Sensitivity / Humility</li> <li>• Communication Skills</li> </ul>
Description of the professional behavior violation	
Faculty Intervention	
Faculty Recommendation	<p>Options:</p> <ul style="list-style-type: none"> <li>• For student's file only</li> <li>• 1:1 meeting with PPC Chair</li> <li>• Full PPC Review</li> </ul>
Faculty member filing the Professional Behaviors form	

## **JWUDPT Program E-Mail Expectations**

Important programmatic information and correspondence with faculty, staff, and students will occur frequently through e-mail. The Johnson & Wales University Doctor of Physical Therapy (JWUDPT) Program will only send e-mail notifications to each faculty, staff, or student's official Johnson & Wales University assigned email address.

Students are required to check their Johnson and Wales University email account at least once daily in order to ensure timely receipt of important Program updates.

JWUDPT Program Faculty and Staff typically respond to emails between the hours of 8:30am-4:30pm. Faculty will make every attempt to respond to student emails within 24 business hours. In the case of an emergency, students are to contact the Program Faculty or Staff in person during regular hours, or via the phone numbers listed in the Program's LMS outside of regular business hours.

## **After-hours Laboratory Access**

Students will have access to a physical therapy laboratory room and the classroom during open business hours in the Bowen Building.

Students will have access to the equipment in these spaces outside of class and lab hours upon request.

Students will have access to the Cadaver Lab in the Physician Assistant (PA) Building during open business hours; however, students are not permitted to go into the lab when other courses are being conducted, i.e. PA anatomy class. Students are not allowed to access the Cadaver Lab alone; students are required to always be in the Cadaver Lab with at least one other DPT student.

*\*Note: student key card access to the Cadaver Lab will be turned on after they have successfully completed the JWUDPT safety and blood borne pathogens training as conducted by the Director of Environmental Health & Safety prior to the start of DPT 7050 Anatomy.*

## Equipment Maintenance

The JWUDPT program is committed to the health and safety of its students, faculty, staff, and guests. Equipment commonly used in the provision of physical therapy services can pose a risk to the patient/client as well as the provider.

Faculty, or vendors, who are trained to use equipment will provide instruction in its use to students and staff as appropriate. Students, faculty, and staff should not engage in the use of equipment that they have not previously been trained in its proper use. Once trained the person operating the equipment must do so as indicated in the training.

All electrical devices should be inspected before each use; this requirement includes high/low tables if they contain a plug. The wire/plug must be free of cracks, exposed wires or loose. All equipment should work as expected. Equipment and tools may be powered via a three-prong plug meaning they are grounded. Grounding is a safety protocol which protects the user in the event of a short circuit. All equipment must be plugged into an appropriate three-prong electrical outlet. Adapters which allow three-prong wired devices to be powered by two-prong receptacles should never be used. Wiring should be secured and positioned in a manner that reduces the risk of tripping. Any electrical device that does not have a grounding wire, shows sign of damage or is not working as expected should be taken out of service. A sign placed on it indicating it is out of service and a faculty member notified immediately.

Battery operated devices, including handheld units, must be checked before each use to ensure that the battery is seated properly and shows no visible signs of damage. When charging the charging pack should be inspected for electrical safety as described above. Batteries which are found to be damaged (cracked housing, loose, or broken conductors), rusty, or leaking must not be used and subsequently removed from the device and placed on a nonflammable surface. The University recycles all batteries. A collection bin for spent alkaline batteries is centrally located in many campus buildings. In the case of Lithium batteries, faculty and/or program director must notify the Director of Environmental Health & Safety for proper disposal.

Intensity settings must be set at zero at the start of its use and intensity increased slowly to allow the patient/client/student ample time to provide feedback to the user in order to allow the user to reduce intensity or terminate the activity.

Treatment tables and portable mat tables must have their brakes set and locked before use. Wall mounted mat tables must either be locked up with legs retracted or be in the down position with their legs locked out. No table should be moved with someone or something on it. Students should be cognizant, ie check to ensure, for clearance below the table before lowering it.

The Traction Table cannot be used to perform traction without an appropriately trained faculty member present. When not actively being used to apply traction all table movable parts must be locked to avoid sudden movement. Wheel locks must be engaged at all times when not moving the table. Patients must have the stop/safety patient switch button in their hand at all times and the wire appropriately connected to the unit while attached to the traction device. Traction settings must be always set at zero, confirmed to be set at zero and then progressively increased in a manner consistent with best evidence for the body part being treated. Students and faculty are reminded that serious permanent injury, including death can occur with improper use of this device.

All equipment in the physical therapy, occupational therapy labs, gross anatomy lab, assessment lab, human performance lab or other university/program-based lab must be cleaned after each use as prescribed by policy and/or manufacturer's recommendations.

All equipment used by program faculty, staff and students will be inspected and calibrated based upon manufacturer specifications. A log will be kept of these inspections/calibrations and maintained by the program director.

## Artificial Intelligence (AI) Use

This policy is designed to govern the use of artificial intelligence (AI) by students within the graduate Doctor of Physical Therapy (DPT) program. The aim is to enhance learning and readiness for clinical practice while encouraging original thought, fostering an environment of innovation, and ensuring academic integrity.

This policy applies to all students enrolled in the JWUDPT program and encompasses all AI tools and applications used for educational, clinical, and research purposes.

Students are not permitted to use AI tools for any learning activities, assignments, or assessments within courses. Individual faculty can provide explicit permission for student use of AI within their course. When authorized, explicit permission will be stated on Ulearn, within the assignment and/or in the syllabus. Students are prohibited from using AI for any learning activities, assignments, or assessments when prior written permission from the instructor is not explicitly provided. The use of AI when not explicitly permitted by a faculty member, is considered a violation of the Academic Honesty Pledge. Students found in violation of the Academic Honesty Pledge will be subject to academic disciplinary action, up to and including potential dismissal from the program, for failing to meet professional standards.

### Definitions:

**Generative artificial Intelligence (AI):** Generative AI is a broad label that is used to describe any type of artificial intelligence (AI) that can be used to generate text, images, video, audio, simulations, computer code or synthetic data (Queen's University, 2024).

Artificial intelligence models include models that perform but are not limited to the following functions:

- Respond to questions and prompts
- Analyze, improve and summarize text
- Propose, complete, or summarize data during data analysis of the research process
- Translate text from one language to another
- Create new ideas, prompts or suggestions for a topic or theme
- Generate text with specific attributes such as tone, sentiment or formality

**Large language models:** A type of AI that specializes in natural language tasks. Large language models predict what a human would write; however, it does not understand the content it generates or determine whether or not the information is accurate or misleading (Weidinger, et al., 2022).

The following are examples of AI tools:

- ChatGPT
- Gemini
- Claude
- AICARE
- Grammarly
- Google Doc "Write It for Me" tool
- Wordtune
- Bing AI tool
- Bard
- Caktus AI
- Co-pilot

**Academic Integrity:** Academic Integrity means the commitment to honest behavior in academic life.

**Cheating:** Cheating means dishonest actions or behaviors that allow a student to gain an unfair advantage in their academic work.

**Cheating as it pertains to AI:** Using unauthorized information, materials, or study aids, such as a phone, cheat sheet, or artificial intelligence (GAI) tools, during an exam or for an assignment without explicit permission by the course instructor. Refer to JWU Code of Conduct for additional information: <https://catalog.jwu.edu/handbook/academicpolicies/academicintegrity/>

**The use of AI is not permitted to be used by students in all coursework.**

When AI use is permitted by faculty, students must disclose the use of AI tools in their work. Disclosure includes citing any text or work that was generated by AI. Nondisclosure of the use of AI to complete learning activities, assignments, or assessments within coursework is considered a violation of the Program's Academic Honesty Pledge as described earlier in this policy.

**Proper Attribution:** When AI is used, proper citation must be provided to cite all externally sourced, non-original work. Failure to reference all non-original work is considered academic misconduct and will result in referral to the Professional Performance Committee (PPC). When AI is used, the following citation guidelines are to be followed:

1. Provide in text citation and include the AI tool's name, date
2. Include AI citation in reference list
3. Include full transcript of any prompts and AI-generated responses as an Appendix

Example of APA style:

1. In-text citation rule: (Algorithm author, year)
2. Parenthetical citation: (OpenAI, 2023)
3. Narrative citation: OpenAI (2023)

Example APA style in-text citation:

When prompted with "Is the left brain right brain divide real or a metaphor?" the ChatGPT-generated text indicated that although the two brain hemispheres are somewhat specialized, "the notation that people can be characterized as 'left-brained' or 'right-brained' is considered to be an oversimplification and a popular myth" (OpenAI, 2024).

**Always verify information and sources generated by AI tools:**

- AI has been known to generate false information and to cite non-existent sources
- AI generated text mines people's intellectual property without crediting them, which raises ethical concerns.

For additional information: <https://dal.ca.libguides.com3CitationStyleGuide/citing-ai>

**Bias Awareness:** Students are strongly encouraged to critically evaluate AI algorithms for potential biases and consider the implications for diverse patient populations. AI training is "fundamentally flawed because it relies on internet-sourced data, which often includes misinformation and unverified content from non-representative sample of creators" (Melchionna, 2023). Data used disproportionately represents content from Western men, especially white men, resulting in generative AI that reinforces Whiteness and American cultural norms. This bias, evident in both text and images, perpetuates gender and racial disparities (Bianchi et al., 2023).

**Clinical Education Experiences:** Students must comply with all JWU DPT Program, University, Clinical Facility, and HIPAA policies when using AI tools. Students are not permitted to use AI during clinical education experiences beyond general internet searches without explicit permission from the clinical site and DCE. (ex. AI documentation tools). Students must inform and obtain appropriate patient consent about their use of AI when applicable. Protection of patient confidentiality and data security must be maintained at all times.

**Ethical Use:** Artificial Intelligence must be used in an ethical manner, respecting all university policies and societal norms concerning discrimination, harassment, and academic dishonesty.

## **ExamSoft Testing Policy**

### **Exam Security:**

The Johnson & Wales University Doctor of Physical Therapy (JWUDPT) Program takes exam security seriously and utilizes ExamSoft and Exemplify® to provide a secure and fair testing environment for all students. The Exemplify® testing environment locks students' laptops and other devices preventing them from navigating away from the testing environment or digitally copying test questions. When necessary, the exam monitoring software, which utilizes artificial intelligence, will confirm the identity of test takers and continuously monitor audio and video from the students' devices for suspicious activity which is then red flagged for review.

Students should be encouraged that they and their peers are all experiencing the same level testing security; therefore, less inclined to cheat and face dismissal from the program, see the JWUDPT *Code of Conduct Policy*.

The ExamSoft Policies listed herein are put in place to create a fair and consistent testing environment conducive to student success, while upholding the integrity and validity of exams across the curriculum.

### **Expectations of Students in all testing Environments**

Students are responsible for the maintenance of their laptop devices and Exemplify® software. Students are required to bring their laptop devices, with the battery fully charged, for all quizzes, exams and indicated assignments. Lack of preparation may result in an inability to take the exam, adjustments to course grades (at the discretion of the Primary Instructor), and/or referral to the Professional Performance Committee. Students are expected to arrive to all exams, quizzes, or assignments requiring the use of Exemplify® with their:

1. Laptop device and Exemplify® software.
2. Laptop fully charged.
  - a. A charger for their device and/or an additional external battery.
  - b. Note that not all classrooms provide desktop outlets to plug in a device while testing.
  - c. Exemplify® will not allow an exam to start if the charge is <25%. Students should plan accordingly.
3. Students may choose to bring additional hardware, including a keyboard or mouse if desired.
4. Students may be required by the instructor to bring earbuds (for audio portion of exam), or other devices deemed necessary by the faculty and listed in the syllabus.
5. Download the exam 48 hours prior to the exam time – therefore, if there are any technical issues, you can work with the faculty member ahead of time.

### **Expectations of Students Proctored Examinations**

1. Report technical issues with their device or with Exemplify® immediately to the instructor/proctor, to affect a swift resolution.
2. Upload the exam after completion, show their green screen to a proctor, and turn in scratch paper with name assigned (even if blank) before exiting the room.
3. Follow Exam Day Policies as noted below.

Students are referred to the JWUDPT Program's *Testing Environment and Review of Student Assessments Policy* for what to expect the day of a quiz, exam or assignment which requires the use of Exemplify®.



In the event of an unforeseen disruption or incident during the exam, students will be instructed by the instructor/proctor to power off their devices until further directions are given to restart the device.

### **Electronic Exam Review Policies**

Students are directed to the JWUDPT Program's Testing Environment and Review of Student Assessments section for what to expect during Electronic Examination reviews.

### **Academic Dishonesty as it pertains to Electronic Testing**

The following are a few examples of academic dishonesty concerning the use of ExamSoft® and Exemplify® and will subject involved students to procedures and penalties as described in the JWUDPT Code of Conduct policy.

1. Any attempt to disable or tamper with exam software security features.
2. Removal from the exam room of any exam, exam question(s), or scratch paper or the reproduction of memorized exam questions following the exam period.
3. Transmission either orally, electronically, or in writing of the content of any exam question(s).
4. Utilizing any other person's credentials to access examination materials including but not limited to test bank questions.
5. Masking of or manipulating the laptop's video camera during remote examinations which are not proctored.

### **Special Accommodations**

Students requiring special accommodations for test taking are directed to the JWUDPT Program's Students with Disabilities Policy each semester for instructions on how to obtain approval for their designated accommodations. Students with accommodations which pertain to testing should notify the Primary Instructor of the course(s) they anticipate using accommodations as early as possible in each semester in accordance with the Students with Disabilities Policy.

Upon receiving a written letter confirming the student's accommodation, faculty will notify the JWUDPT's ExamSoft Administrator(s) who will make the appropriate changes in the software to allow for the accommodation(s).

All exam policies and procedures stated above apply to all students with accommodations in the alternate testing space.

### **Course Specific Policies:**

Exam, quiz and assignment procedures using Exemplify® may differ in some courses.

The Primary Instructor maintains the right to require additional procedures to be met during exams, quizzes, or assignments as specified in the syllabus.

### **Expectations of Faculty:**

Faculty are encouraged to utilize electronic testing as their preferred method of assessing didactic knowledge of students. The JWUDPT Program's philosophy is that testing of student knowledge should take place in an environment similar to the one the students will face when taking the National Physical Therapy Examination (NPTE). The use of multiple choice and "hot spot" questions which include pictures and videos are consistent with those the student may face during the NPTE and should whenever possible be utilized in order to prepare the student for the rigors of the NPTE.

Faculty are required to make electronic assessments (quizzes, examinations or assignments) available to students for download via Exemplify® no less than 48 hours prior to the assessment's scheduled date and time. This will ensure that the students have ample time to download the assessment and reduce the risk of issues with bandwidth or internet access. This will ensure that students can come to the assigned room prepared to take the assessment.

NOTE: Faculty who plan to utilize "pop" quizzes or polling in the course may do so as long as the possibility of "pop" quizzes or polling is mentioned in their course syllabi. Only in the case where the potential for "pop" quizzes or polling is included in the course syllabi may the faculty make the electronic assessment available in less than 48 hours.

#### **REQUIRED STATEMENT:**

Students are directed to the JWUDPT Program's ExamSoft Testing Policy for further information. Students are responsible for the maintenance of their laptop device and Exemplify® software. Students are required to bring their laptop device, with the battery fully charged, for all quizzes, exams and indicated assignments. Lack of preparation may result in an inability to take the exam, adjustments to course grades (at the discretion of the Primary Instructor), and/or referral to the Professional Performance Committee.

Any problems with Exemplify® or ExamSoft® can be addressed via phone to IT Services (401) 598-4357, email to [support@examsoft.com](mailto:support@examsoft.com), or live chat at [www.examsoft.com](http://www.examsoft.com).

Johnson & Wales University's IT support may be able to provide additional, on-site, technical support for student technology issues regarding their laptop devices, via email or over the phone.

Students found improperly using ExamSoft® or Exemplify® to gain unfair academic advantage are violating the JWUDPT Program's Code of Conduct. Violations such as "academic dishonesty" and/or "professional misconduct" would include but are not limited to using a classmate's login/password, tampering with exam files, falsifying upload or download information, or any attempt to circumvent the security features of the software.

The JWUDPT Program takes exam security seriously. The course you are enrolled in will conduct non-proctored assessments of your knowledge and utilize ExamSoft and Exemplify® to provide a secure and fair testing environment for all students. The Exemplify® testing environment locks student's laptops and other devices preventing them from navigating away from the testing environment or digitally copying test questions. The exam monitoring software utilizes artificial intelligence to verify your identity prior to allowing you to open the electronic assessment. The software continuously monitors audio and video from your device for suspicious activity which is then red flagged for review. The information gathered by Exemplify® and the learning management system (LMS), that hosts this course may be used by the instructor and the University in any academic misconduct proceedings. As per the Exemplify® Terms of Use, access to recordings is limited to instructor-level access through the LMS and cannot be shared outside that environment.

Students must utilize a device that meets or exceeds all the ExamSoft® and Exemplify® equipment specification/requirements. As requirements may change over time it is the responsibility of the student to ensure their device stays up to date with all ExamSoft® and Exemplify® equipment specification/requirements. Failure to utilize an acceptable device may result in your inability to take the assessment, thereby affecting your grade. Please see the ExamSoft Testing Policy for further information. A detailed list of all ExamSoft® and Exemplify® equipment specification/requirements can be found on the Examsoft website <https://examsoft.com/resources/exemplify-minimum-system-requirements>.

## **Testing Environment and Review of Student Assessments**

### **Testing Environment**

Students must comply with the following conditions in test situations:

- Backpacks must be placed out of the immediate testing vicinity and must be inaccessible to students during testing.
- Cell phones must be turned off and placed out of the immediate testing vicinity during testing. A student possessing a cell phone within their reach during a testing situation will be considered to be cheating.
- All watches including Smart watches must be removed prior to testing and stored out of the immediate testing vicinity. Wearing a smart watch or storing it within the individual's reach during testing is considered to be cheating.
- Students wishing to utilize scrap paper during a testing situation must utilize paper provided by the instructor/proctor only and handed back to the instructor/proctor at the conclusion of the exam. A student found utilizing their own scrap paper or keeping their used scrap paper will be considered to be cheating.
- Coats and hats must be removed and inaccessible to students during all testing situations.
- Using the restroom during examinations is discouraged; therefore, students should plan to use the restrooms prior to or following any exam.
- Students with a medical exemption for restroom use will need to notify the instructor at the beginning of the course when all accommodations are declared.
- In the event a student has an urgent matter that requires them to leave the room prior to completion of their examination, or they need to use the restroom they must first seek explicit permission from the instructor/proctor. Additionally, the student's laptop screen should be hidden using the "Hide Exam" feature within Exemplify® (note: the exam timer will still be counting down).
- Should a student be granted permission to leave the room for any reason during an examination they must first retrieve their cell phone and/or other portable electronic devices (i.e., smart watch) and leave them on the proctor's desk at the front of the room.
- Students taking retake or makeup exams will be subject to the same conditions.

### **Review of Student Assessments**

Faculty may allow students to view their quizzes, tests, exams, practicums, or other assessments after they are graded. Students must have their cell phones turned off during the time that they are reviewing these documents/files. Students that are discovered taking pictures/videos/screen captures of their assessments with any device will receive a zero for that assessment and be referred to the Professional Performance Committee for review. Taking verbatim notes from the course assessments is not permitted.

When an instructor is reviewing an assessment with a student or group of students, all recording devices must be turned off.

Following each course, course assessments are archived by the JWUDPT Program. Students may view their previous assessments in the Faculty Office area supervised by a course instructor, or a staff person designated by the instructor. Students who are repeating courses may not review previous assessments for any course they are currently repeating.

## **Electronic Examinations**

Students are REQUIRED to obtain and maintain a laptop device that meets all program specifications including but not limited to Exemplify® ExamSoft requirements, please see the [ExamSoft Testing Policy](#). Faculty are encouraged to perform all testing using the Program's licensed ExamSoft platform. ExamSoft has a built-in lockdown feature, which prevents navigation outside of the examination during testing. ExamSoft also utilizes an artificial intelligence program to monitor students' activities during remote proctored examinations to ensure testing security and an even testing environments for all students. Students are therefore REQUIRED to unmask the webcam on their laptop in the event that the ExamSoft Monitoring Software is in use.

## **Review of Electronic Examinations**

Exam Reviews, provided by an instructor directly or via an ExamSoft Secure Review, are provided to give students an opportunity to review items that were missed on an assessment. The goal is to provide the student an opportunity to self-assess learning gaps among course material and develop a plan for studying and/or strengthen their testing strategy for subsequent assessments. Exam reviews are provided at the faculty's discretion.

ExamSoft Secure Reviews, at the discretion of Faculty, may occur directly following upload of the examination to ExamSoft or at a designated date and time specified by the faculty member. During an ExamSoft review students will have the opportunity to view items that were missed on an assessment. Students can view only incorrect items, the answer they chose, and/or the correct answer for each of these items. Students may be limited to 20 minutes to review these items noting any comments within ExamSoft that they need to discuss with their instructor. Students are highly encouraged to review their exams to assess learning gaps during the assigned review time.

Students are not allowed to bring anything, other than their laptops, into the secure review.

## Attendance Policy

All scheduled academic and non-academic program activities require mandatory attendance. Attendance and punctuality are professional behaviors and program expectations.

### Didactic Phase:

JWUDPT Program classes are scheduled Monday through Friday, between the hours of 8am-5pm. There will be occasions when course activities will be scheduled outside of normal classroom hours. For example, students may be required to attend extended class meetings on days when they participate in experiential learning opportunities. Students will be notified regarding such occasions at the beginning of each semester. Attendance is mandatory at all JWUDPT for all scheduled activities. If the student is unable to attend class, the student should contact the primary faculty member for the course prior to the start of the class or lab. Unexcused absence for a class or an event is considered a violation of the Program's professionalism expectation for students and the student may be referred to the PPC for review. Students who miss class may be required to provide official documentation for the absence to be excused. Outside employment is not considered an excused absence.

In the event a student is absent from a program activity, they *must* notify the primary faculty member for the course. The program will review all events of student absence to determine whether the absence will be excused.

Given the block schedule and the timeframe in which courses are delivered, students' ability to remediate missed coursework and continue in the program after absence will be determined on a case-by-case basis by the course faculty and PPC. Students should be aware that their ability to continue in the program after extended absence may be interrupted and they may need to pause in their progression and join the next cohort.

Tardiness will not be tolerated. If a student is to be late for class or lab, they must contact the appropriate course instructor or the clinical site as early as possible to advise their estimated time of arrival. If the course instructor deems the tardiness to be disruptive to the classroom experience or clinic, is affecting student performance, or is excessive, the student may be referred to the Professional Performance Committee (PPC).

### Clinical Phase:

Attendance during the clinical phase of the program is outlined in the clinical education handbook.

### Examinations and Assessments:

Students must take all written and practical examinations at their scheduled time and location on the scheduled date per the course syllabus. If a student is absent on the day of an exam or assessment, the student must contact the appropriate faculty member, as noted above, prior to the start of the scheduled event. Students granted an excused absence will be allowed to make up missed exams or activities immediately upon their return. The make-up exam will cover the same content as the original exam; however, it may be comprised of different questions and/or question formats.

## Student Employment Outside of the Program

While attending the Johnson & Wales University Doctor of Physical Therapy (JWUDPT) Program, students are expected to dedicate their time and efforts to learning and improving their patient care knowledge and skills. Students should not let external factors diminish their educational pursuit.

### Student Employment

Student employment during the program, while *not prohibited*, is *strongly discouraged*.

- During the didactic year, educational activities may be scheduled Monday through Friday 7am to 8pm and may include evenings and weekends. It is expected that most students will require several hours of studying daily in addition to the classroom time.
- The schedule during Full-Time Clinical Experiences can exceed 40 hours per week and schedules often include holidays, nights and weekends.

Absences secondary to outside work are **not considered excused**. Unexcused absences are considered unprofessional behavior and may result in grade penalties and potential deceleration and/or dismissal, see Attendance Policy.

Students shall not be *required* to work for the JWUDPT Program. Students may volunteer to assist with tasks, be assigned student leadership positions, request to work as a graduate assistant and be involved with program activities.

## **Class Cancellation Policy**

Faculty and students recognize the importance of time spent in didactic education, which is inherently critical in preparing Doctors of Physical Therapy. Given the compactness of the Johnson & Wales University Doctor of Physical Therapy (JWUDPT) Program, class cancelations need to be avoided in all but the direst of circumstances.

The faculty commits itself to the education and didactic preparation of the JWUDPT Program's students. Therefore, faculty will refrain from rescheduling, canceling or otherwise reducing scheduled class times without explicit written permission from the Program Director and/or Associate Program Director. Written authorization of the change will be maintained by the Program Director for reporting purposes.

The JWUDPT Program recognizes that it is not always possible to physically hold class due to a variety of reasons including inclement weather and other national/regional/local emergencies.

The University will announce the cancellation/delay of classes due to weather conditions via electronic communications. A detailed message will be sent by the University via your Johnson & Wales University email, on twitter via @JWUAlertPVD, the Johnson & Wales University Providence Alerts website and via JWULink.

In the unlikely event that an individual class is cancelled, students will be notified via their Johnson & Wales University e-mail accounts.

In case of cancellation/delay, faculty will conduct class electronically via a JWUDPT Program approved web-based application(s). Students are expected to log in electronically and participate in the class as if it was being held on campus. Students will be held responsible for their actions, participation and the content presented during these web-based classes similarly as described by policy and procedures for traditional on-campus classes.

If the faculty member is unable to host the electronic class, the class will be rescheduled by the JWUDPT Program and may occur outside of normal scheduled class hours, to include evenings, weekends, and holidays.

In the event of a widespread state of emergency that prevents the usage of University/Program facilities, faculty may explore a variety of methods to develop and assess cognitive and psychomotor skills to ensure students are safe and ready to progress to clinical education, see the document from CAPTE here:

<https://www.capteonline.org/globalassets/capte-docs/capte-news/capteresponsetocovid19.pdf>

Core Faculty's decision to implement alternate instructional and testing methods due to such emergencies will be thoroughly documented as to rationale and all associated student/program outcomes.

## Classroom/Laboratory/Clinical Experience Etiquette

Students are expected to adhere to standards developed by the American Physical Therapy Association (APTA), Johnson & Wales University and the Johnson & Wales University Doctor of Physical Therapy (JWUDPT) Program to include but not be limited to;

[APTA Guide for Professional Conduct](#)

[APTA Core Values for the Physical Therapist and Physical Therapist Assistant](#)

[APTA Code of Ethics for the Physical Therapist](#)

The purpose of classroom lectures, laboratory experiences, and clinical experiences are to supplement the required learning of material by the student and provide a real-life perspective on the practice of Physical Therapy. Throughout the practice of Physical Therapy, there are many perspectives on the appropriate way to gather a history, conduct a physical examination, develop a diagnosis, and provide treatment interventions that cannot be learned from a textbook. As such, students are expected to give their full attention to these valuable learning experiences.

Professional behavior is expected at all times. The faculty, adjunct faculty, and lecturers are members of the larger healthcare and professional community. Students represent JWUDPT program, Johnson and Wales University, and the Physical Therapy profession, and their behavior should reflect this.

The following are the minimum standards of behavior expected in the classroom, laboratory, and during clinical experiences:

1. Students must be on time for all lectures, labs, clinical experiences and JWUDPT Program activities/events. This includes returning from breaks.
2. Student attention should not be directed to anything other than the lecture/lab/clinical activities.
3. Cell phone use for personal reasons is prohibited in the classroom during lectures/labs and all clinical experiences. This includes, but is not limited to texting, e-mailing, calling, and web-browsing.
4. Devices such as smart phones, laptops and iPads, are to be used to follow a presenter's lecture or slides. It may be used to look up material pertinent to the *current* lecture/lab but may not be used for any other purpose outside of the current lecture/lab.
5. Students may not study for other classes/exams during lecture/lab/clinical experience time.
6. Students are expected to interact with the lecturer/lab instructor. A lack of participation displays a lack of interest in the subject and/or the lecturer/lab instructor.

Violations of any of the above standards will lead to disciplinary action which may include grade reduction, class failure, removal from the class, and potentially dismissal from the program. Students should be aware that within any given course, the instructor may deduct up to five (5) percentage points from the student's final numeric average for inappropriate professional behavior.

Improvements in professional behavior over the course of semester can result in reinstatement of some, or all, of these points at the discretion of the instructor.



## **Classroom Recording Policy**

The Johnson & Wales University Doctor of Physical Therapy (JWUDPT) program supports/recommends the use of audiovisual recordings of all lectures/presentations and when possible, laboratory experiences by its faculty. To this end, students are encouraged to utilize these recordings to supplement their note-taking and overall classroom experience. Students should be aware that faculty may be recording their interactions within the class/lab.

### **Audio Recordings by Students**

- Students must get permission from the course instructor to use any recording devices to record lectures, discussions, etc.

### **Video Recordings by Students**

- Students must obtain permission from the course instructor to use any video recording devices (i.e., cell phones, tablets, laptops, etc.) to record demonstrations, lab activities and other hands-on activities.

### **Video Streaming by Students**

- Live video streaming and/or broadcast of any classroom or laboratory activity by a student is prohibited.

### **Public Dissemination of Audiovisual Recordings**

- Students must acknowledge the intellectual property rights of the presenting instructor/faculty member and should use these recordings strictly to support or replace class notes. Dissemination of audiovisual/multimedia recordings outside the course by students and/or faculty is not permitted. Recordings including transcripts of courses may not be posted on any form of social media (i.e., YouTube, Facebook, Twitter, etc.) or cloud-based storage that is accessible by individuals not enrolled or engaged in the course that semester.

### **Violation**

- Violating this agreement would be considered a breach of the JWUDPT Code of Conduct and would result in referral to the Professional Performance Committee for disciplinary action up to and including dismissal from the program.

## **Student Travel and Expenses**

Students are responsible for arranging and covering the costs associated with any assigned clinical sites as well as any program sponsored travel opportunities or requirements.

### **Clinical Education Expenses**

Students are responsible for all ancillary costs incurred as a result of clinical education placements. These costs may include but are not limited to additional immunizations and titers, background checks and/or drug screenings, uniforms, room and board, as well as other travel expenses.

If a clinical site cancels a previously confirmed clinical placement, the student is responsible for any fees and expenses associated with the cancelled placement. In the event a student is withdrawn from a clinical experience due to unsatisfactory performance or requests to be withdrawn for any other reason, the student is responsible for any fees and expenses associated with the clinical placement from which they were withdrawn. Students should note that they are responsible for any costs if they are required to repeat a clinical experience. These expenses can include, but are not limited to, added tuition/housing for repeating the course, as well as the financial burden created by any potential delays in graduation, licensure, and employment.

### **Healthcare Expenses**

Any expenses incurred for healthcare services rendered to a JWUDPT student during the didactic or full-time clinical education phase of the JWUDPT Program are the responsibility of the student.

### **Program Sponsored Travel**

Students are also responsible for any travel or hotel costs associated with attending conferences such as but not limited to APTA-CSM, RIAPTA events, as well as other events required by the program.

## **Confidentiality of Student Records**

### **University Records**

University records include all pertinent information pertaining to the student during their education at the University. This includes transcripts, financial aid, tuition, housing (if university based), academic record, dates of attendance as well as any disciplinary issues at the university level are handled per university policy. Students should consult the University's Student Handbook for University policies and procedures pertaining to their university records.

### **Johnson & Wales University's Doctor of Physical Therapy (JWUDPT) Program Records**

JWUDPT records include all records in electronic or paper format which pertain to the student during their time within the Program and which are not designated above as university records. JWUDPT student records are available for review by that student in accordance with federal law and University policy. JWUDPT student records are released to third parties only with the written consent of the student, as mandated by federal law, university, and JWUDPT Policy.

Students who believe that their JWUDPT student records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights may discuss their problem with the JWUDPT Program Director or their designee. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student should follow the University Policy as it pertains to amending student records as outlined in the University Student Handbook.

### **JWUDPT record retention**

JWUDPT Program electronic and paper records will be maintained for five years after the student graduates or is dismissed from the program unless stipulated below.

### **Access to JWUDPT student records**

Departmental faculty members, designated members of pertinent committees and university officials will have access to student records as necessary for the performance of their duties.

Students are reminded that Clinical Instructors and Site Coordinators of Clinical Education do NOT have access to academic records.

### **Criminal background, drug screening, medical records and immunization history**

Students are required to read and sign Release of Medical, Drug Screening, Criminal Background, and Other Personal Information Form allowing the Director of Clinical Education to share confidential and/or personal health information to the student's assigned clinical experience sites. All clinical experience sites will have access to their assigned student's profile on the Exxat platform, which contains the date of the last physical examination and immunization records.

In some cases, sites may require that a student's drug screening results and/or criminal background information be released prior to accepting the student for placement, see the next section on Criminal Background Investigation and Drug Screening. Results of the investigation(s) will be stored electronically within a secure limited-access online Exxat platform that is only accessible to the JWUDPT designated faculty and staff. If deemed necessary, individual results may be shared with pertinent Johnson & Wales University administrators and/or staff, such as the JWUDPT Program Director.

It is at the discretion of the JWUDPT Director of Clinical Education and the clinical site to determine if the student can be accepted for a placement with a specified criminal record or use of a medically prescribed controlled substance, see section labeled Drugs, Alcohol and Other Substances Policy.

Upon graduation or dismissal from the program, student medical records, immunization history, criminal background information, and drug screening results will be deactivated from the Exxat platform.

### **Criminal Background Investigation and Drug Screening**

#### **Notice to ALL Applicants for Admission into the Doctor of Physical Therapy (DPT) Program**

All students applying for admittance into the Johnson & Wales University Doctor of Physical Therapy (JWUDPT) Program will do so using the Physical Therapy Centralized Application Services (PTCAS) [www.ptcas.org](http://www.ptcas.org).

PTCAS requires all applicants to indicate if they have been convicted of a felony. Applicants who indicate that they have been convicted of a felony will not be considered for acceptance into the JWUDPT program. A felony conviction creates a barrier to student clinical experience placement at the JWUDPT program's affiliated clinical sites; thus, it prevents students from successfully graduating from the DPT program. Similarly, felony convictions may prevent licensure as a physical therapist in some states.

Note that PTCAS is not permitted to ask if applicants have non-felony convictions. Applicants should be aware that some non-felony convictions may also prevent them from attending clinical experiences, which would preclude graduation from the JWUDPT program. Additionally, certain non-felony convictions may prohibit the attainment of licensure as a physical therapist in some states despite successful graduation from the JWUDPT program.

It is the sole responsibility of any student who is criminally charged with or convicted of a violation of any law, at any point during their time in the program, from acceptance to graduation, to notify the Associate Program Director no later than thirty days prior to matriculation, or within 24 hours after being charged. If a student fails to notify the Associate Program Director, the student may be charged with a violation of the Student Code of Conduct for failure to comply. Sanctions will be determined by the Professional Performance Committee (PPC) with guidance from the university Code of Conduct and Conduct Review Process. Sanctions may include university suspension or dismissal. All students should be aware that it is the university's policy to cooperate with local, state, and federal law enforcement authorities in investigating crime. The university will not provide a sanctuary against criminal prosecution.

The student must provide written notification to the Associate Program Director containing the following:

- Brief summary of the incident
- Relevant documentation (e.g., court documents)
- Current status of the case

The Associate Program Director will convene a meeting of the PPC within five (5) business days of receiving the student's notification. Meetings will be held in person whenever feasible but may occur via Zoom or an equivalent platform to expedite review. The student will be required to attend and participate in the meeting to discuss the incident and its potential implications. The PPC will evaluate the case based on several factors including but not limited to:

- The nature and severity of the offense
- University policies and codes of conduct
- Potential impact on clinical site placements
- State licensure requirements and possible restrictions.

After thorough review, the student will be informed of any immediate academic or clinical restrictions or conditions, counseled on how the conviction or charge may impact their ability to complete clinical education experiences, and advised on how such legal matters may influence their eligibility for professional licensure upon graduation.

It is also the sole responsibility of admitted and/or current students with non-felony charges/convictions to contact the state(s) they intend to work in for guidance on their ability to successfully obtain licensure. Neither the JWUDPT program nor its personnel are responsible for ensuring that a student/graduate will be eligible for state licensure should they have a criminal conviction. Applicants with a criminal history should investigate the laws, regulations, and statutes applicable to the state and facility in which they intend to practice.

Applicants/students should be advised that each clinical site uses its own protocols to decide which students may be accepted for a clinical experience. The JWUDPT program does not guarantee clinical experience placements for students with a criminal record. After three clinical sites have refused to grant a clinical placement to a student based on their criminal record, the student will be referred to the PPC with recommendations for dismissal due to ineligibility to obtain clinical experience placement which will prevent a student from progressing/graduating from the JWUDPT Program.

### **Confidentiality**

All proceedings and related communications will be handled in a confidential manner and in compliance with FERPA and university privacy policies.

### **Appeals**

Students may appeal decisions rendered by the PPC following the established grievance procedures outlined in the JWU DPT Student Handbook.

### **Review and Updates**

This policy will be reviewed annually or as needed to ensure compliance with legal standards, accreditation requirements, and university guidelines.

### **Background Investigation**

JWUDPT students are required to complete a background check upon matriculation in the program. The student may need to undergo additional state and/or federal background investigation(s) throughout the program, based upon the varying requirements of the integrated and full-time clinical experiences. Students will receive instructions on how to complete a background investigation through the program's contracted provider, Exxat Universal. The initial criminal background investigation must be completed by the document submission deadline indicated in the Exxat portal. All acceptances to the JWUDPT Program are considered "conditional" until the background check has been completed and the Associate Program Director verifies that the findings will not preclude official acceptance to the program.

Students should be aware that certain states, facilities and settings may require additional background investigations for clinical placements within various periods before starting a clinical placement. The timing and frequency of these may vary. It is the student's responsibility to determine the facility's requirements for each clinical experience. Students are responsible for reviewing EXXAT site requirements and contacting the Director of Clinical Education (DCE) for clarification as needed.

### **Contesting Criminal Background Investigation Findings**

Students who feel the criminal background investigation is inaccurate, or in error, may contact the contracted organization performing the investigation and follow their policies and procedures to resolve the situation. Students must contact and complete all pertinent forms within seven (7) calendar days of being told by the JWUDPT Program of a positive (with findings) criminal background investigation. Students are responsible for any fee(s) associated with this review.

### **Drug Screening**

Students must submit to a mandatory 10-panel drug screening, at varying frequencies throughout the program, as per the site requirements of their clinical placements. This will be completed through the JWUDPT Program's contracted provider, Exxat Universal. The JWUDPT Program will provide the student with access to the necessary information to coordinate completion of the drug screening. The student will be responsible for scheduling the drug test, administrative processes associated with testing, as well as the cost of the test.

Facilities may decline a student placement based on drug screening results, even if medications found are prescribed by physicians and deemed medically necessary. You are encouraged to discuss any potential issues with a DCE prior to clinical placement.

Despite Marijuana (cannabis) being legal in Rhode Island and neighboring states, it is a controlled substance under federal law and its possession and use, even for medical reasons, is prohibited on property owned or operated by the University or at University sponsored or affiliated programs and events. This extends to clinical affiliations. Marijuana will be considered an illegal substance and on a drug screen.

Medical marijuana is **not** a reasonable accommodation under the ADA for students with disabilities, as marijuana is an illegal drug under the federal Controlled Substances Act, 21 U.S.C. § 812(c).

A positive drug screen for an illegal substance performed as a site requirement for clinical placement will be deemed out of compliance with the requirements for clinical education and result in failure of the clinical education course. The student will be referred to the PPC and will face disciplinary action as per the Drugs, Alcohol and Other Substances Policy.

### **Dissemination and Maintenance of Criminal Background and Drug Screening Investigation(s) Results**

Student criminal background information and drug screening results will be disseminated and maintained as described by the *Confidentiality of Student Records Policy*.

## **Drugs, Alcohol, and Other Substances Policy**

The illegal sale, possession and/or use of controlled substances, i.e., alcohol, marijuana (in any form, including edibles, THC oil, or any other derivative), amphetamines, barbiturates, and other hallucinogens, and prescription medications belonging to another are prohibited on the JWU campus or at any University sponsored clinical experiences or functions. Even though Rhode Island State law does permit the recreational use of marijuana, students in the Johnson & Wales University Doctor of Physical Therapy (JWUDPT) Program, are prohibited from using marijuana for recreational purposes at any time while on campus including classroom or lab, or while participating in any JWUDPT or JWU events / activities, or at any time during a clinical experience, as this would jeopardize safety and constitute professional malpractice regardless of the state in which their assigned clinical site is located.

## **Recreational and Medical Marijuana**

Following the guidelines outlined by the Rhode Island Department of Health Medical Marijuana Program, and under the provisions of Rhode Island General Law, Rhode Island has legalized marijuana use. Students who have been accepted to or who are enrolled in the JWUDPT program, and who have a valid Registry Identification Card from the State of Rhode Island, or a comparable card from another State, will not be discriminated against with respect to program enrollment or denied any privilege within the purview of the University or JWUDPT Program.

Despite the conditions outlined herein for the legal use of marijuana, consistent with the tenants in RI General Law, students in the JWUDPT program are not permitted to be under the influence of marijuana while in the classroom/lab, during a clinical experience, as this would jeopardize safety and constitute professional malpractice.

Even when using marijuana in accordance with RI state laws, students who use medical marijuana may experience limits in the availability of clinical site placement. Federal regulations strictly prohibit marijuana use. Regardless of which state they are in, clinical sites that are under federal contracts or receive federal grant money may have a no-tolerance policy for marijuana use and cannot provide clinical experiences for students who test positive for marijuana use, even in the case of strictly medicinal use. Likewise, clinical sites located in states that do not permit the use of marijuana for medicinal purposes will not be able to offer clinical placements for students who are authorized users of medical marijuana in any other state.

Furthermore, when considering clinical placements in other states where marijuana is permitted, it is within the jurisdiction of each individual clinical site within each individual state to determine if they will offer reciprocity to out of state residents. Students should be informed that decisions from clinical sites with respect to accepting or denying a student placement based on the status of marijuana use are not within control of the JWUDPT program and such determinations will be considered final.

It is the sole responsibility of the student to seek counsel from the states in which they wish to become licensed to determine if marijuana use will hinder licensure. Johnson & Wales University and the JWUDPT program are not responsible for the effect of any changes in such regulations over time.

## **Student Impairment During Classroom, Laboratory, and Clinical Activities**

JWUDPT students should never be in the classroom, laboratory, or at their clinical experience under the influence of alcohol, illegal drugs, or a prescription or non-prescription drug, or other substances that impair their ability to function safely and effectively.

Faculty, including clinical faculty supervising students during clinical experiences, are justified in having a reasonable suspicion that the student is under the influence if they perceived any of the following signs that would lead the reasonable person to suspect impairment:

1. Reduced alertness/ responsiveness
2. Reduced ability to process/ critically think
3. Reduced coordination
4. Erratic behavior (i.e., irritability/ disorderly conduct)
5. Slurring of speech
6. The smell of an intoxicating substance

### **Management of Suspected Incidents of Student Impairment**

Should reasonable suspicion exist that a student is under the influence, even in the absence of admission by the student, the JWUDPT Program academic and/or clinical faculty are justified in using reasonable judgment to do any of the following based on the severity of presentation of the student, and the individual circumstances:

- Call or allow the student to call a family member or friend to take them home or to their physician's office.
- Call a taxi, or other ride-hailing service, to take the student home or to their physician's office.
- Call 911/ the police.

Procedures on "Reporting Known or Suspected Violations" should then be executed.

### **Reporting Known or Suspected Violations**

Students, academic faculty, staff members and clinical faculty members have the responsibility to report known or suspected incidents of substance abuse, or any other violations of the policy herein, to the JWUDPT Program Director or Associate Program Director during the didactic portion of the curriculum or the Director of Clinical Education during clinical education.

The Program Director, Associate Program Director or Director of Clinical Education should report violations or suspected violations to the JWUDPT Program's Professional Performance Committee, Johnson & Wales University Associate Dean of Students, the Director of Community Standards, and the Department of Public Safety at Johnson & Wales University.

Students should be advised that violations may also result in referral of the student to local authorities.

### **Disciplinary Action**

Students are expected to obey the policies of Johnson & Wales University, the JWUDPT Program, and their assigned clinical sites, as well as applicable local, state and federal laws. Infractions of laws, regulations, policies and standards constitute a violation of the Johnson & Wales University Code of Conduct Policy and may result in disciplinary action up to and including expulsion from the University.

A positive drug screen for an illegal substance performed as a site requirement for clinical placement will be deemed out of compliance with the requirements for clinical education and result in failure of the clinical education course. The student will be referred to the Professional Performance Committee for disciplinary action.

Should a student refuse to submit for a drug screen, they will be referred to the Professional Performance Committee with a recommendation for dismissal from the JWUDPT Program.



In situations where the student will be considered for continuing their academic education and/or clinical experience, the student may be required to first complete any combination of the following activities, including but not limited to:

1. Obtain and pass a drug test
2. Obtain physician clearance
3. Meet with a university counselor and obtain a recommendation stating they are suitable for return to the program of study.

### **Education, Counseling, and Treatment**

Students who believe they have a problem with alcohol or other drugs may present their concerns to the Office of Counseling Services and/or the Office of Health Services. The professional staff in these offices can provide personal advising or counseling, detailed information on health risks and intervention strategies, and/or referrals to specialized substance abuse treatment programs as needed.

All contacts with these offices are confidential and private.

Counseling Services	401-598-1016
Health Services	401-598-1104

## **Mandatory Training Policy**

### **OSHA Training**

Infection control is essential throughout your career as a Healthcare Provider to ensure the safety of yourself and your patients. To prepare for classroom and lab interactions, as well as patient interactions all students must complete training in the following topics by the end of the first Summer Semester:

1. Bloodborne Pathogens
2. Contact, Droplet and Airborne Disease Transmission
3. Personal Protective Equipment (PPE)
4. Body Mechanics

Training will be provided through the University's risk management department and the JWUDPT program.

### **Privacy Training**

In their role as student physical therapists all students are required to comply with the Health Insurance Portability and Accountability Act (HIPAA).

Training will be provided through university resources and the JWUDPT program.

### **CPR Training**

All Students must possess current CPR certification as evidenced by completing the Basic Life Support for HealthCare Providers course through the American Heart Association. This is the only form of CPR certification that is recognized by the JWUDPT Program. The Program is not responsible for any losses incurred by individuals who mistakenly take a different CPR certification course. Students must upload a copy of the card or certificate to Exxat.

### **First Aid Training**

Students are required to complete the American Heart Association Heartsaver First Aid course including Advanced First Aid. This may be either Heartsaver First Aid Instructor-Led training OR Heartsaver First Aid blended learning training and must include a skills check component. A copy of the card or certificate must be uploaded to Exxat.

### **Training Certificate Recording and Filing**

Documentation of successful completion of OSHA training, privacy training, CPR and First Aid must be submitted to Exxat. All must be up to date before and remain valid **throughout** the entire duration of the clinical experience, for the student to begin. Students who are not in compliance **will not** be allowed to participate in clinical experiences.

## Student Health and Health Care Services

### Health Services

Basic healthcare services are available from Health Services during normal University hours. Enrolled students can access a complete list of services available at [Health Services via their Home Page](#).

Students are required to obtain and maintain a health insurance policy that complies with the regulations set forth in the Affordable Care Act throughout their tenure in the program. Visit the [Healthcare.gov](#) for a description and details of qualifying health insurance policies. Catastrophic insurance is NOT considered adequate medical coverage for JWUDPT students. Students may choose to utilize the University Health Plan insurance to receive care from a primary care provider or specialist in the community. Details on the student health plan can be found on [the University Health Plans, Inc. Website](#).

Students are required to provide proof of current, active insurance to the Director of Clinical Education (DCE) annually by uploading a copy of the front and back of their health insurance card to their student account in the EXXAT platform. If coverage dates are not provided on the card, proof of active coverage must be confirmed through additional documentation (ex. statement copy, letter from the insurance company, screen shot demonstrating coverage) verifying coverage is current.

**Local Health Care Resources can be accessed by contacting them directly or by calling 911.**

### Faculty as Health Care Providers

The Johnson & Wales University Doctor of Physical Therapy (JWUDPT) Faculty, associated faculty, lecturers, clinical instructors and guest lecturers herein known as (FACULTY), may on occasion choose to provide care to a student during select laboratory or clinical experiences or as a means of demonstrating a specific technique or learning experience for the class or group of students. It should not be expected nor demanded that FACULTY evaluate or treat students for free in any setting/location and students should recognize the potential professional conflict that may arise from the request. Students should respect FACULTY's time and professional judgement in these situations.

### Medical Emergencies

In the event of a medical emergency in the JWUDPT Program, students will notify faculty and/or staff as well as call Campus Safety & Security (CS&S) at 401-598-1103. Faculty along with CS&S will manage the emergent needs of the patient/student until EMS arrives. If possible, a faculty member will accompany the student to the hospital. The Didactic Incident Form shall be completed and kept on file with the program.

The Program Director will review ALL Didactic Incident Form submissions to determine if changes in policy, procedure or course content need to be suggested to pertinent faculty and/or the associated faculty within one week of receiving the form.

### Medical Records

JWU Health Services requires completion and submittal of their health form prior to matriculation into the university. This is provided to students following acceptance into the program by the Health Services department. The requirements for admittance to the university may be different than those required by the JWUDPT program. The student is responsible for ensuring both programmatic and university requirements are met.

As a requirement for participation in clinical experiences students are required to upload all required program physical examination forms, immunizations and TB screenings to the password protected

EXXAT platform. The JWUDPT DCE, and the necessary parties at each of the student's assigned Integrated and Full Time Clinical Experience sites, will have access to view this health information. See the Immunizations and Tuberculosis Screening policy for more information.

### **Exposure to Blood-Borne Pathogens and Personal Protective Equipment (PPE)**

Participating in laboratory exercises, as well as integrated and Full-Time Clinical Experiences, is a necessary component of the JWUDPT Program. Students should be aware that there is a risk for exposure to infectious and environmental hazards such as blood or body fluids during the program.

The most important step in protecting oneself from exposure to infectious and environmental hazards is prevention. Students are expected to follow *OSHA and CDC Standard Precautions Guidelines* while engaging in the care of patients or in laboratory skills practice within the JWUDPT Program curriculum. This includes the use of proper personal protective equipment (PPE) and safe handling of contaminated objects such as sharps. Training will be provided to the student during the first semester of the program. Links to these Guidelines will be provided to the students in the online Learning Management System. Students may also find resources by following the links below:

[https://www.osha.gov/SLTC/bloodbornepathogens/worker\\_protections.html](https://www.osha.gov/SLTC/bloodbornepathogens/worker_protections.html)  
<https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>  
[Standard Precautions for All Patient Care | Infection Control | CDC](#)

When a student has experienced exposure to an infectious or environmental hazard, prompt attention is essential. The Program's procedure surrounding exposure to these hazards is guided by the JWUDPT Health Safety Plan. Information regarding exposure policies will be provided to students during Program orientation and as needed following that.

All students who experience exposure to known or potentially infectious or environmental hazards require immediate attention and/or follow-up medical care. Students should immediately remove any contaminated clothing, and wash or flush the exposed area with copious amounts of soap and water. If mucosal surfaces are involved, flush immediately with clean water using care to avoid contaminating other mucosal tissue.

Students who experience exposure on campus during normal business hours (Monday – Friday: 8:30 am to 4:30 pm) should notify a faculty member and take appropriate action to clean the affected area. Students located on campus should proceed directly to Health Services during normal business hours. In the event of an exposure on campus after hours, students should contact 401-598-1103 for assistance from CS&S. This service is available 24 hours a day, 7 days a week.

Students participating in off campus activities as part of their didactic studies should follow site specific procedures. In the event of exposure off campus or during an Integrated/Full-time Clinical Experience, the student should notify the supervising Physical Therapist immediately, and the clinical site's exposure policy should be followed. Students may seek care at their current facility, if available, or at a local emergency room. The student should notify the JWUDPT Program's Director of Clinical Education of the exposure at the earliest possible time that does not delay evaluation and treatment.

Prompt medical attention following an exposure incident will allow assessment of the health status of the source individual, if known, and the baseline status of the exposed student. Consultation with a medical provider is necessary to secure prompt medical evaluation, immediate injury treatment, assessment of exposure risk, and discussion regarding post-exposure prophylaxis.

**Formal Program Notification of Exposure and follow up**

In all circumstances, the student MUST notify the program within 24 hours of exposure. When evaluated for an exposure, students must request a written clearance, see *JWUDPT Medical Clearance Form*, from the licensed health care provider evaluating them. The form should include when they are allowed to return to class and/or clinical experiences and that the exposed student does not pose an immediate health or safety risk to others as a result of the exposure. Students should be aware that any inability to attend class or clinical experiences, due to illness or injury stemming from exposure may lead to a delay in progression through the program curriculum.

In the event the student's health insurance does not cover expenses related to evaluation or follow-up care for the exposure, the student must accept financial responsibility for all related costs.

## Timely Access to Mental Health and Student Support Services

### Student Support Services

Graduate students attending the Johnson & Wales University Doctor of Physical Therapy (JWUDPT) Program undergo a rigorous academic schedule and may experience stress related to academics, personal issues, failure, loss, grief, interpersonal conflicts, and issues related to patient illness and death. All of these issues can provide overwhelming mental health issues that are beyond student self-help.

The Counseling Services Office offers resources designed to help students manage the normal stressors of academia. The best strategy for students dealing with personal issues that may impact continuing in the JWUDPT Program is prevention. Students should not hesitate and are encouraged to utilize mental health services prior to having an acute need. All services provided by Counseling Services are confidential. No reports are made to the JWUDPT Program and matters of counseling are never part of the University Record.

Students should also seek services from Johnson & Wales University's Academic Success Center, to enhance their preparation for the rigors associated with Doctoral Education. Johnson & Wales University's Academic Success Center is responsible for ensuring that JWUDPT Students can successfully complete their graduate education. The Center features a Writing Lab which focuses on improving student writing skills. The Center also has Success Coaching to help students focus on and achieve their goals. Individual Tutoring services are available through the Center as well as Workshops where students can enhance their skills while collaborating with others.

### Mental Health Services

Students should be aware that counseling services provided by outside agencies are often covered as essential health services under most health insurance plans including the University Health Plan.

In the event a **student needs help**, they can self-refer to Counseling Services. Counseling Services is a confidential resource for students where they can access support to help manage their emotional wellbeing. Services offered include short-term individual therapy, group therapy, crisis intervention, consultation, outreach educational programs, and referrals. Students can refer themselves or a classmate who may be having mental health issues to the [JWU Care Team 24](#) hours a day via JWU Link.

- During normal school hours, students may contact Counseling Services. Professional counselors in the Counseling Services office at Johnson & Wales University are available to provide student support services.
  - Office hours are Monday - Friday from 8:30 a.m. to 4:30 p.m.
  - Appointments are preferred and can be made by calling 401-598-1016.
- After school hours, students may utilize their mandatory health insurance to access mental health services available in the community. Referral can be made through Counseling Services, Health Services, or through the student's Primary Care Provider.
- In an **emergent situation** (the student is at risk or self-harm, or harming others) a peer, bystander, or faculty member should intervene only to stabilize the situation or protect the student from harm from occurring.
  - During normal school hours, anyone available should contact Counseling Services at 401-598-1016.
  - After school hours Campus Safety & Security should be notified at 401-598-1103.
  - Off-campus after hours, the student, a peer or anyone available should contact 911.

- The University reserves the right to suspend a student temporarily from the institution and the JWUDPT Program for a psychological or medical condition when there is reason to believe that the student poses a risk to themselves or others and/or may disrupt the community. Such action by the Vice President for Student Affairs/Dean of Students will be done with appropriate professional consultation, and normally after consultation with the student involved. These policies and procedures supersede all previous statements and policies with respect to student rights, responsibilities and disciplinary procedures.

**Local Healthcare Facilities for Acute and Emergent Mental Health Situations include but are not limited to the following:**

[Rhode Island Hospital](#)

593 Eddy Street  
Providence, RI 02903  
(401) 444-4000

[Miriam Hospital](#)

164 Summit Avenue  
Providence, RI  
(401) 793-2500

[Roger Williams Medical Center](#)

825 Chalkstone Avenue  
Providence, RI 02909  
(401) 456-2000

## Incident Reporting

**Preamble:** The health and safety of all who work, visit, or attend the Johnson & Wales University Doctor of Physical Therapy Program (JWUDPT) is of paramount importance. Faculty, staff, and students of JWUDPT will make every effort to identify any potential risks of injury and take active steps to mitigate them before an injury can take place. As in any medical profession/practice, injuries can happen. Proper investigation by the pertinent parties involved is critical to learn the underlying cause of the incident and how it can be avoided in the future. As such, this policy should be seen as a substantive plan to learn and improve upon practice rather than punitive.

**Emotional or Mental harm:** Incidents which result in mental or emotional harm should utilize the *JWUDPT Complaint Form* found on the Department's ulearn Site or website, as well as consult the *JWUDPT Program Policy: Faculty, Staff and Student Harassment and Title IX Grievances*.

### **Policy:**

Any incident that results in alleged physical harm to a guest, student, staff, or faculty member will be investigated and reported through appropriate channels using the *JWUDPT Incident Form: Guests/Students/Faculty/Staff*. Additional reporting procedures are required as stipulated below.

### **Medical emergencies anyone:**

In a medical emergency, faculty/staff/students should dial 911 using a university phone. This will alert Campus Safety & Security of the location of the emergency while also summoning outside emergency services.

### **Guests:**

In the event that a guest incurs an incident the supervising or attending faculty member will complete the *Incident Form: Guests/Students/Faculty/Staff*. In the event that incident results in bodily harm that requires treatment of any kind, including basic first aid, Campus Safety & Security must be notified by dialing extension 1103 on a university phone. Alternatively (401)598-1103 from a cell phone will also connect with Campus Safety & Security.

### **Students:**

Students who incur an incident that is not emergent in nature and requires no more than simple first aid can be treated by the attending Faculty member, should their professional judgement deem it appropriate within their skill set and practice guidelines.

If at any time the faculty member feels treatment beyond simple first aid is necessary, they are required to contact Campus Safety & Security by dialing extension 1103 or 2947 on a university phone or 911 if it is an emergency. Regardless of the severity of the incident or if the faculty member provided care, the attending faculty member is required to complete the *Incident Form: Guests/Students/Faculty/Staff*.

Students who receive treatment outside of simple first aid provided by a faculty member must obtain a signed and completed *Medical Clearance Form* from the provider who provided care. This form is available on the department's ulearn site. If the student is not fully cleared to return to the classroom and/or integrated/full-time clinical experience by their medical provider via the Medical Clearance form, the student will then fall under the provisions of the *JWUDPT Policy on Essential Functions*.

### **Faculty/Staff:**

Faculty and staff who incur an incident on campus must complete both the *JWUDPT Incident Form: Guests/Students/Faculty/Staff* as well report the incident to Human Resources Department by



completing and signing the *Employee's Report of Alleged Occupational Injury or Illness* [form on HR Pulse](#). A copy of this form, with the faculty/staff signature will be provided to the JWUDPT Program Director, once completed.

**Record Keeping:**

Records will be kept by Johnson & Wales University's Human resources department and JWUDPT Program Director, including the signed *Employee's Report of Alleged Occupational Injury or Illness*, for 5 years. Incidents involving exposure to toxic substances will be maintained by Human Resources for 30 years.

**Incident Form: Guests/Students/Faculty/Staff**

Date and Time: \_\_\_\_\_

Faculty\*/Staff\*/Student Involved (list all): \_\_\_\_\_

Witness: \_\_\_\_\_

Lab Faculty or Clinical Instructor: \_\_\_\_\_ Did they DIRECTLY witness the incident Yes/No

Did the Faculty/Staff/Student require emergency treatment: Yes / No

If Yes, was Campus Safety & Security Contacted: Yes\*\* / No

If Yes to whom and how were they brought there:

Summary of Event:

Faculty Actions and Recommendations:

Program Director's Actions and/or Recommendations:

Signature of Supervising Faculty: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Signature of Program Director: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Was this form sent to the Director of Environmental Health & Safety:    Yes / No

If no, why:

\* Faculty and Staff incidents must also be reported to the Human Resources Department by completing this [form on HR Pulse](#).

\*\* Program Director will attach the official Campus Safety & Security Incident Report to this form once received.

## **Faculty, Staff and Student Harassment and IX Grievances**

The Johnson & Wales University Doctor of Physical Therapy (JWUDPT) Program directly follows the Johnson & Wales University policies for Student, Faculty and Staff harassment and grievances.

Students, faculty and staff are made aware of these policies and procedures during student orientation and during faculty and staff orientation within the Department and with Human Resources. Annually all faculty and staff will review, and amend as deemed appropriate, all departmental policies prior to the start of a new cohort of students in the fall. Any applicable changes in University Policy will be reviewed on an as needed basis during faculty meetings.

The latest information on Student Harassment and Grievances can be found on the [Johnson & Wales University Student Handbook Webpage](#).

The latest information on Faculty and Staff Harassment and Grievances can be found on the Johnson & Wales University Webpage under Organizational Policy for Johnson & Wales University.

### **Protection from Harassment**

Johnson & Wales University is committed to maintaining a working and learning environment which supports respect for the individual and for academic freedom, where all members of the community can work and learn in an atmosphere that is free from sexual or other types of harassment.

It is the policy of Johnson & Wales University that no member of the University community, including faculty, staff, students, volunteers, interns, and third-party contractors, may subject another to sexual or any other type of harassment. Harassment on the basis of race, color, religion, sex, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, veteran or marital status undermines the basic principles of the Johnson & Wales community and will not be tolerated.

Harassment is defined as unwelcome verbal, electronic and/or physical conduct directed toward an individual or regarding an individual's race, color, religion, sex, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, veteran or marital status that has the purpose or effect of:

1. humiliating and/or intimidating an individual or
2. impeding and/or interfering with work performance, academic status, or college life.

In particular, sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual nature where:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; or
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment in which to work or learn (situations that have the effect of substantially interfering with an individual's professional or academic performance by creating an intimidating, hostile, humiliating, or offensive working or learning environment, even if no job or promotion loss results).

Johnson & Wales University considers harassment a very serious matter. Any person found to be engaging in harassment, including sexual harassment, or who aids and abets or incites such conduct, will be subject to disciplinary action, up to and including termination of employment. Further, any

retaliation against an individual for filing a complaint or for cooperating in an investigation of such a complaint is similarly prohibited and will not be tolerated.

### **Examples of Sexual Harassment**

Sexual harassment may occur regardless of the intention of the person engaging in the conduct. The following are some examples of conduct, which, if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- sexual advances, whether they involve physical touching or not;
- requests for sexual favors in exchange for actual or promised job or academic benefits such as favorable reviews, salary increases, promotions, grades, increased benefits, or continued employment;
- sexual jokes;
- use of sexual epithets, written or oral references to sexual conduct, gossip regarding one's sex life, comments on an individual's body, sexual activity, deficiencies, or prowess;
- displaying sexual objects, pictures, cartoons;
- leering, brushing against the body, sexual gestures, suggestive or insulting comments;
- inquiries into one's sexual activities; and
- assault or coerced sexual acts.

The U.S. Equal Employment Opportunity Commission (EEOC) has observed that hostile environment sexual harassment takes a variety of forms, and that many factors affect this determination. The determination of a hostile environment is affected by:

- whether the conduct was verbal or physical or both;
- how frequently the conduct was repeated;
- whether the conduct was hostile and patently offensive;
- whether the alleged harasser was a co-worker or supervisor;
- whether others joined in perpetrating the harassment; and
- whether the harassment was directed at more than one individual.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is offensive, and that fails to respect the rights of others. Conduct which may appear "voluntary" because a faculty or staff member or student does not seem to be forced to participate against his or her will is still sexual harassment as long as the victim makes it clear that the advances are unwelcome. Whether an isolated remark or act or a course of conduct creates a sexually hostile work environment will depend upon the totality of the circumstances.

### **Reporting Procedures**

Johnson & Wales University encourages the reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. To encourage people to come forward, the University provides several channels of communication, information, and complaint resolution. A list of potential resources or contacts available at the University is provided at the conclusion of this policy.

**Information, Counseling and Advocacy:** Anyone may seek advice, information or counseling on any matter, including matters relating to harassment, without having to lodge a complaint. Names and telephone numbers of these resources are listed under "Information/Counseling Resources."

**Complaint/Reporting Process:** Complaints involving an employee of the University must be reported immediately either orally or in writing to the Associate Vice President for Human Resources (or his/her designee). If the complaint involves a faculty member, the complaint may be made to the Vice President for Academic Affairs (or his/her designee). Complaints of sexually harassing or discriminatory behavior by students may be made to the Vice President for Student Affairs/Dean of Students (or his/her appointed designee). Procedures for handling a student complaint or grievance are covered by certain provisions within the Johnson & Wales University Student Handbook and are administered by the Vice President for Student Affairs/Dean of Students.

The Associate Vice President for Human Resources will participate in the investigatory process with Student Affairs and/or Academic Affairs when a student alleges sexual harassment by faculty or staff, or when a faculty member alleges sexual harassment by faculty, staff, or a student. In any complaint situation where a student is involved, the Vice President for Student Affairs/Dean of Students (or his/her appointed designee) will participate in the investigatory process

If a supervisor, manager or department chair of the University becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of an individual coming forward, the supervisor, manager, or department chair should immediately report it to the Associate Vice President for Human Resources.

When a complaint is received, the University will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation may include interviews with the person making the complaint, any witnesses, and the person(s) alleged to have engaged in the harassment. If it is determined that inappropriate conduct has occurred, the University will act promptly to eliminate that offending conduct and, where it is appropriate, the University also will impose disciplinary action. Disciplinary actions can include filing of criminal charges, suspension, or dismissal from the program and the University. Appeals must be submitted in writing detailing the specific reason(s) for the appeal.

The President or his/her designee will serve as the appeal authority. The President or his/her designee shall have the power to affirm, reverse, or modify the decision and/or the penalty imposed (but not increase), or to remand the matter to the University official imposing the sanction for further consideration. The decision of the appeal authority is final.

### **Harassment by Visitors**

The University does not condone harassment by individuals visiting students or attending University functions or by any other visitor on the University campus. If anyone is subjected to harassment by visitors, he or she should call Public Safety, who will escort the visitors off campus and/or take other appropriate action. If visitors' behavior is illegal (for example, disturbing the peace, vandalism, sexual assault, etc.), they are subject to arrest. All members of the community should make it clear to visitors that such behavior is not acceptable at Johnson & Wales University.

### **Harassment by Third Parties**

The University does not condone harassment by third parties, including internship supervisors, donors, or consultants, with whom members of the Johnson & Wales community are dealing on or off campus in the course of their academic or employment responsibilities. If anyone is subject to harassment in these situations, he/she should report it to his/her supervisor or advisor as soon as possible in order that appropriate action can be taken.

## **Consensual Relationships/Fraternization**

Romantic or sexual relationships between faculty/staff and students have the potential for adverse consequences, including the filing of sexual harassment charges, and are therefore not permitted. The apparent consensual nature of a relationship may be inherently suspect when a situation of “unequal power” exists which may contain elements of coercion, such as when compliance with requests for sexual favors becomes a criterion for granting privileges or favorable treatment in the working and learning environment. Even when both parties have consented to the relationship, there may be serious concerns about conflict of interest as well as unfair treatment of others. Employees who have access to student residences due to the nature of their position at the University are expected to adhere to all departmental policies related to fraternization or access to student residences. Any violations of departmental policies could result in disciplinary action, up to and including immediate termination of employment.

Romantic or sexual relationships between students of the JWUDPT program and members of the University Community to include but not limited to Faculty, Staff, Vendors, Clinical Instructors and/or other employees working at Clinical sites with whom the students are interacting off campus as part of their academic or employment responsibilities may also have potential for adverse consequences, including the filing of sexual harassment charges, and therefore are not permitted. Even when both parties have consented to the relationship, there may be serious concerns about conflict of interest as well as unfair treatment of others.

Please see *Johnson & Wales University Fraternization Policy*.

## **Information, Counseling and Advocacy**

Anyone may seek advice, information or counseling on any matter, including matters relating to harassment, without having to lodge a complaint. Names and telephone numbers of these resources are listed under “Information/Counseling Resources.”

## **Johnson & Wales University List of Resources Available to Individuals Who Believe They Have Been Subject to Discrimination, Harassment, or Retaliation**

- ***Information/Counseling Resources***
  - Counseling Services: 401-598-1016
  - Health Services: 401-598-1104
  - Bridge for Diversity, Equity & Social Justice [bridge@jwu.edu](mailto:bridge@jwu.edu)

## **External Filing Remedies**

While it is Johnson & Wales University’s goal to investigate and resolve harassment complaints internally, individuals who believe they have been subjected to sexual harassment may also file a formal complaint with either or both of the following government agencies:

- Rhode Island Commission for Human Rights, 180 Westminster St., 3rd Floor, Providence, RI 02903 (401) 222-2661
- United States Equal Employment Opportunity Commission (EEOC) John F. Kennedy Federal Building, 475 Government Center Boston, MA 02203 (800) 669-4000

## **Non-Academic Student Grievance Procedures**

Grievances may include, among others, sexual harassment or assault and/ or discrimination based on race, color, religion, gender, age, national origin, or disability. Any Johnson & Wales student or recognized student group may file a grievance in writing to the Vice President for Student Affairs/Dean of Students when it appears that a personal right or guaranteed privilege has been violated by an employee of the University. The Vice President/Dean will decide if the grievance has sufficient merit to pursue using formal or informal procedures. Formal grievance

procedures are heard by an ad hoc committee appointed by the Vice President for Student Affairs/Dean of Students and will mirror the procedures and protections in place for the University Disciplinary Committee with any adaptation of those procedures or protections requiring approval of the Vice President/Dean and notification to all involved parties.

### **Hazing**

No student or group of students shall encourage or participate in any form of hazing. Hazing is any severe, persistent or pervasive behavior that, for purposes of initiation or admission into or affiliation with any organization or group, endangers an individual's mental or physical health, well-being or safety, or unreasonably interferes with an individual's ability to freely participate in university life. Hazing is also defined as any action taken or situation created to produce excessive mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include, but are not restricted to, paddling in any form; creation of excessive fatigue; requiring the consumption of alcohol; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities conducted off-campus; wearing in public any apparel which is not normally in good taste; engaging in public stunts; morally degrading games and activities which are not consistent with the law, ritual or policy of Greek governing bodies, or the regulations and policies of Johnson & Wales University.

### **Bias Incident**

Johnson & Wales University is committed to challenging and stopping acts of discrimination and hate. The Bias Incident Committee was established to monitor such incidents when they occur and ensures that they are investigated thoroughly. The committee also makes recommendations for educational programs and standards for action.

If you have been a victim of a bias incident or hate crime, or have witnessed a situation, please report it to Public Safety immediately. Do not touch any evidence: keep the voice mail message or e-mail message; don't wash away the graffiti; don't clean up the vandalism.

All reports will be investigated by the appropriate offices, and individuals involved will be notified of actions taken. Due to confidentiality laws, the University may not be able to reveal all the information related to the investigation.

### **Title IX**

Johnson & Wales University is committed to providing an inclusive and welcoming educational and working environments for all members of its campus community. Consistent with these values and applicable law, including Title IX, the Clery Act and the Violence Against Women Reauthorization Act of 2013, the University maintains a comprehensive program designed to protect members of the University community from discrimination on the basis of sex or gender, which includes sexual misconduct such as sexual harassment and sexual assault, stalking and intimate partner violence.

The University's Title IX Policy & Procedures (collectively, "Policy") prohibits discriminating against students, faculty, or staff based on sex in any of its programs or activities. The University prohibits sexual harassment (defined to include sexual assault, dating violence, domestic violence, and stalking and retaliation for reporting any such alleged conduct).

The University has designated a Title IX Coordinator to monitor the University's compliance with Title IX and respond to reported conduct of possible discrimination. An individual who has questions or concerns about Title IX related issues should contact the Title IX Coordinator.



Johnson & Wales encourages all individuals to promptly report any potential violations of this Policy. Individuals have several reporting options, such as reporting to law enforcement or the University, including reporting to the Title IX Coordinator, Campus Safety & Security (CS&S), or other University officials as noted in the Policy. An individual may choose to report only to one of the foregoing or may choose not to report at all.

After receiving a report alleging that sexual harassment has occurred, the Title IX Coordinator, in consultation with other University administrators, as appropriate, will assess the information and contact the complainant to initiate a conversation about available supportive measures and to share information about available on-campus and off campus resources. The Title IX Coordinator will also discuss the grievance process outlined in this Policy, provide a copy of this Policy, and explain to the complainant how to file a Formal Complaint, if so desired. These initial steps are not an investigation of the alleged conduct, but they enable the University to assess any health and safety needs of the involved parties and, if applicable, the entire Johnson & Wales community.

If an emergency situation warrants it, the University will conduct an individualized safety or risk analysis and may elect to remove a respondent through interim suspension or administrative leave. The University will provide respondent notice of such a decision as soon as practicable and will allow respondent to appeal the decision by contacting one of the appellate officers listed below within five days of the decision and submitting a written statement explaining why the respondent claims the interim measure is not warranted. The appellate officer will issue a decision within two days of receiving the appeal; that decision shall be final.

The identities of the complainant and respondent will not be disclosed except as necessary to carry out the disciplinary process or as otherwise permitted under applicable law.

Please refer to Johnson & Wales Title IX Policies and Procedures for more details. [Title IX Policy and Procedure](#)

### **Sexual Assault**

If there is reason to believe that Johnson & Wales University's rules prohibiting sexual assault and relationship violence have been violated, either on or off campus, the administration will review and, when appropriate, will pursue disciplinary action through the University's [Title IX Policy and Procedure](#) or the [Conduct Review Process](#), Human Resources & Payroll, and/or through any other available proceedings. When an individual accused of this behavior is not a member of the University community, the University will determine the appropriate response depending upon the nature of the individual's relationship with the university and other factors.

In considering these offenses, Johnson & Wales University will, if required by law, refer to applicable state law.

Reporting a sexual assault to Campus Safety & Security (CS&S) does not mean that CS&S is obligated to report the incident to the Providence Police. However, in a situation where the safety and security of campus community is in jeopardy CS&S will notify the Providence Police. CS&S will, as much as possible, attempt to comply with the wishes of the victim. CS&S can be reached at (401)598-1103.

Members of the Johnson & Wales community who need assistance, and are not in immediate danger, are encouraged to contact other on campus contacts are Counseling Services at (401) 598-1016, Health Services at (401) 598-1104, The personnel in these offices can provide personal advising or counseling, detailed information on health issues and reporting procedures, or referrals to resources off campus.

Confidence in these matters is maintained except when either the security of the campus or the surrounding community is breached. These offices are open Monday-Friday, 8:30 am-4:30 pm.

## **Off-Campus Services**

### Local Hospitals and Emergency Rooms (confidential)

- Women & Infants Hospital (401) 274-1100, 101 Dudley Street, Providence
- Rhode Island Hospital (401) 444-5411, 593 Eddy Street, Providence

### Local Law Enforcement (not confidential)

- Emergency Response dial 911
- Providence Police Department 401-272-3121

### Counseling, Advocacy, Support (confidential)

- Day One Resource Center – 1-800-494-8100: Provides 24/7 support and information to survivors of sexual assault
- Rape, Abuse and Incest National Network (RAINN) – 1-800-656-HOPE: National hotline for victims of sexual assault. Free counseling and support 24 hours a day from anywhere in the country. A survivor who calls is connected to the nearest local rape crisis center through a unique computer routing system that maintains the caller's confidentiality.
- Sexual Assault and Domestic Violence Hotline – 1-800-494-8100: 24-hour hotline if you need help because of a sexual assault or an abusive relationship. Counselor-advocates provide support and are available to accompany victims of sexual assault to the hospital and police station. Ongoing counseling and support groups available. (This hotline is specific to Rhode Island. Contact the National Sexual Assault Hotline at 1-800-656-HOPE if you need help in another state.)

## **Title IX Grievance Procedure**

In accordance with Title IX of the Education Amendment Act of 1972, Johnson & Wales University prohibits sex discrimination in its educational and athletic programs, as well as in extracurricular activities sponsored by the University.

- An individual's sex cannot be considered as a basis for making decisions in areas such as:
  - Admission and graduation requirements
  - Access to course enrollment or campus facilities
  - Counseling and health services
  - Competitive athletic programs and activities
  - Housing, financial aid, or other benefits/services

An employee or other individual may use this grievance procedure to file a complaint alleging a violation of Title IX against any Johnson & Wales employee, Johnson & Wales student, or third party. Complaints may include claims of discrimination, sexual harassment, or sexual violence against the complainant or against others. An employee may also report any claim of discrimination, harassment, or retaliation by following the procedures contained in the policy entitled "Johnson & Wales University — Protection from Harassment." The person aggrieved may choose to file a criminal complaint with the appropriate local or state authorities.

Sex discrimination includes unwanted sexual advances, sexual violence, requests for sexual favors, and all other verbal or physical conduct of a sexual nature where submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status, or submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or such conduct has the purpose or effect of

unreasonably interfering with an individual's work or academic performance or creating an intimidating , hostile, or offensive environment in which to work or learn.

### **Step 1: Filing a Complaint**

A grievance should be filed as soon as possible but no later than fourteen (14) days after the alleged unlawful discriminatory practice. The complaint should be filed in writing by utilizing the Title IX Grievance Form. Forms may be obtained from the Human Resources Department. Supplemental sheets may be attached to provide additional detail regarding the alleged violation. The completed Title IX Grievance Form and any supplemental attachments should be filed with:

Title IX Coordinator  
91 Friendship Street, Providence, RI 02903  
[titleix@jwu.edu](mailto:titleix@jwu.edu)  
Phone: (401) 598-2703

A formal complaint is different from a report of alleged sexual harassment. While a report allows a complainant to receive supportive measures, a formal complaint is required if the complainant wishes to initiate an investigation or pursue an informal resolution.

### **Step 2: Preliminary Investigation Process**

Within fourteen (14) days of receiving the grievance form, the Title IX Coordinator will designate a senior administrator as Investigator, who will meet with the complainant. The purpose of the meeting is for the Investigator to clarify details of the alleged violation, and to obtain names of witnesses to be interviewed and other relevant information deemed necessary to investigate and resolve the complaint. The complainant shall have the opportunity to present witnesses and other evidence.

A complainant will be notified in writing if a meeting cannot occur within this timeframe. The Investigator will within seven (7) days of the initial meeting, interview the individual(s) accused of discrimination, who at that time will have an opportunity to provide relevant information for the investigation and/or advice of witnesses to be interviewed. The accused person(s) shall have the opportunity to present witnesses and other evidence.

### **Step 3: Investigation Process**

The investigation will be conducted to ensure the greatest degree of confidentiality of all parties involved. Further, all parties involved in the investigation will be advised of the expectation of confidentiality of the active investigation. Retaliation against the complaining party or witnesses is strictly prohibited. Proven retaliation by an employee or student will result in discipline, up to and including termination, or other appropriate sanctions.

### **Step 4: Completion of Investigation Report**

The Investigator should complete the investigation and submit a written report within sixty (60) days of the initial complaint. The report will detail the facts and allegations made by the complainant, summarize the witness meetings, and make recommendations to resolve the complaint. However, due to the extensiveness or complexity of the issues of an investigation, more time may be needed to complete a thorough and equitable investigation. In those cases, the complainant and accused will be advised in writing that additional time is required.

The Investigator will submit a written report to the Title IX Coordinator, or if necessary, to the Vice President for Student Affairs/Dean of Students. The complainant will be advised when the report has been submitted. The Title IX Coordinator may (1) choose to follow the

recommendations, (2) attempt to resolve the complaint through a designated representative, or (3) identify and implement other acceptable solutions.

### **Recommendations for Proven Violations**

Recommended solutions for allegations of discrimination that are proven to be valid will be based on the severity of the offense, the frequency that the offense occurred, and the duration of the prohibited conduct or practice. Other factors may include the extent to which the misconduct or practice, however minor or severe, may isolate or intimidate the person filing the complaint. Recommendations may involve corrective action, appropriate disciplinary action, suspension, or expulsion. The complainant will be advised as to the outcome of the investigation, and any appeal options.

### **Recommendations for Unproven Violations**

In cases where the investigation does not establish by a preponderance of the evidence that a violation has occurred, the Title IX Coordinator or designated representative will advise both the complainant and the person accused of discriminating of the investigation outcome, and any appeal options.

### **Step 5A: Investigation Recommendations Acceptable to Complainant**

If the proposed recommendations are acceptable to the complainant and the solutions are implemented, the complaint is considered resolved. The Title IX Coordinator will advise the complainant to come forward if retaliation takes place.

### **Step 5B: Appeal Process with the University**

If the complaint is not resolved to the satisfaction of the complainant or the party alleged to have discriminated, a written appeal may be submitted to the Vice President of Student Affairs/Dean of Students or Title IX Coordinator. The written request should:

- be submitted within fourteen (14) calendar days of receipt of the University's decision
- include the reasons for the appeal and the requested outcome.

The Vice President of Student Affairs/Dean of Students or Title IX Coordinator will notify the opposing party of the appeal and rule on the appeal within fourteen (14) days of receipt.

### **Step 5C: Appeal Process with External Agencies**

The complainant may also file a complaint of alleged discrimination with the Office of Civil Rights:

[Office for Civil Rights](#)

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, D.C. 20202-1100

(202) 245-6800 – 1-800-421-3481

FAX: (202) 245-6840; TDD: (877) 521-2172

[Email: OCR@ed.gov](mailto:OCR@ed.gov)

## Student Complaints and Appeals

### Student Complaints

During orientation all students are required to read and sign Reporting Concerns/Complaints, which notes the following:

#### Student Concerns

Student concerns and/or suggestions are recognized as an opportunity for program improvement and should be expressed with this end in mind, students are encouraged first to bring concerns to the party(s) involved (e.g. faculty member, lab instructor, clinical instructor, classmate, etc.), without fear of reprisal or retaliation. Alternatively, students may also seek guidance from their advisor prior to discussing their concerns with the parties involved. If concerns cannot be addressed in this manner, students are encouraged to speak with the Director of Clinical Education (for issues pertaining to clinical education) or the Associate Program Director. Should the concern involve one of these two individuals the student should bring their concern to the Program Director.

#### Student Complaints

If a student concern is unresolved the student should file a formal written complaint, without fear of reprisal or retaliation. All formal complaints must be received in writing and must be dated and signed by the complainant, using the Johnson & Wales University Doctor of Physical Therapy (JWUDPT Complaint Form). Students should submit their JWUDPT Complaint Form to the JWUDPT Program Director, or in the case where the Program Director is involved, the Dean of the College of Health & Wellness.

Students wishing to file/report a case of Student Harassment and or IX Grievance should consult the **POLICY: Faculty, Staff and Student Harassment and IX Grievances** for specific instructions and resources.

Outside of the institution, a complaint can also be filed with the physical therapy accrediting body: Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111 N. Fairfax Street, Alexandria VA. 22314.

Completed JWUDPT Complaint Form will be stored in the JWUDPT Program Director's Office for a period of five years.

#### Appeals Related to Examination Grades

Appeals related to examination grades should be first directed to the faculty member who assigned the grade.

- Appeals to the appropriate faculty member must be made in writing/email within three (3) days of the posting of the grade to ULearn.
- If a satisfactory conclusion is not reached, the student may submit a written appeal to the Professional Performance Committee (PPC) for further evaluation.
  - To be eligible for consideration, the appeal must be sent to the Chairperson of the PPC (JWUDPT Associate Program Director) within three (3) days of the decision of the faculty member.
  - The written appeal must contain the student's full name, J#, e-mail address, and telephone number, and a description of why the student is appealing the examination grade.

- The Chairperson will notify the Program Director of all appeals related to examination grades and schedule a PPC meeting to review the grading process with the pertinent faculty member and student.
  - During this time, the faculty member involved will not be present or eligible to vote on the final decision of the PPC.
- A copy of the appeal and the PPC's decision will be placed in the student's academic file.
- The Program Director is responsible for communicating the results of the PPC's decision to the student.

### **Appeals Related to Course Failure or Dismissal**

In matters regarding student grades that result in the failure of a didactic or clinical course or a recommendation for dismissal, the student may appeal the grade to the PPC.

- The appeal must be sent to the Chairperson of the PPC (the JWUDPT Associate Program Director)
- To be eligible for consideration, the appeal of final grades to the PPC must be made within three (3) days of student notification of final grade.
- Students appeal to the PPC, in writing, must include the following:
  - Students full name, J#, e-mail address, and telephone number.
  - An outline of why the Program should consider the students request to be allowed to remain in the program.
  - The student's strategies for future success if allowed to continue in this degree program.
- The PPC's decisions will be provided to the student within five (5) business days of written appeal submission.

### **Student Appeals - Non-Academic**

Appeals related to *non-academic* issues should be initially directed to the involved parties and/or mediated by the JWUDPT faculty. The parties should attempt to resolve the issue at the lowest level possible.

- If a satisfactory conclusion is not reached, the student may submit a written appeal to the PPC for further evaluation. The PPC will forward recommendations to the JWUDPT Program Director.

### **University Grievance Policy**

Should the student wish to appeal the decision of the PPC, a written appeal may be made directly to the Dean of the College of Health & Wellness within three (3) days of receiving the decision of the PPC. All appeal letters to the University Dean will include:

- A copy of the original appeal to the PPC
- Students appeal must specifically address the recommendation of deceleration or dismissal. Information contained in the appeal that does not apply to the decision for the PPC recommendation will not be considered in the appeal.

### **Accrediting Body Grievances**

Students may further appeal in writing to the physical therapy accrediting body: Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111 N. Fairfax Street, Alexandria VA. 22314 as outlined on the [Form: Filing a Concern or Complaint](#) which was signed by the student upon orientation to the program, or that is available on the JWUDPT ULearn site

## Reporting Concerns or Complaints

### Student Concerns

Student concerns and/or suggestions are recognized as an opportunity for program improvement and should be expressed with this end in mind, students are encouraged first to bring concerns to the party(s) involved (e.g. faculty member, lab instructor, clinical instructor, classmate, etc.), without fear of reprisal or retaliation. Alternatively, students may also seek guidance from their advisor prior to discussing their concerns with the parties involved. If concerns cannot be addressed in this manner, students are encouraged to speak with the Director of Clinical Education (for issues pertaining to clinical education) or the Associate Program Director. Should the concern involve one of these two individuals the student should bring their concern to the Program Director.

### Student Complaints

If a student concern is unresolved the student should file a formal written complaint, without fear of reprisal or retaliation. All formal complaints must be received in writing and must be dated and signed by the complainant. Students should submit their *JWUDPT Complaint Form* to the JWUDPT Program Director, or in the case where the Program Director is involved, the Dean of the College of Health & Wellness.

Students wishing to file/report a case of Student Harassment and or Grievance should consult the policy regarding **Faculty, Staff and Student Harassment and IX Grievances** for specific instructions and resources.

Outside of the institution, a complaint can also be filed with the physical therapy accrediting body: Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111 N. Fairfax Street, Alexandria VA. 22314.

## **Complaint Which Falls Outside the Realm of Due Process**

The public or any other stakeholder of the Johnson & Wales University Doctor of Physical Therapy (JWUDPT) Program has the right to file a complaint and receive due process, without fear of reprisal or retaliation. According to Commission on Accreditation in Physical Therapy Education (CAPTE) standards, this is referred to as a “complaint which falls outside the realm of due process.” The JWUDPT Program, Johnson & Wales University and Johnson & Wales University’s College of Health & Wellness encourages any individual who is unhappy with their experience or encounter with any student, faculty or staff member to file a written complaint. The school takes all program-related complaints seriously and will act upon any complaint in an expedient manner, as outlined below. Once a written complaint has been made, the JWUDPT Program Director will gather information and address the complaint. Any complaint and documentation associated with the resolution of “complaints which fall outside the realm of due process” will be kept on file in the DPT Program Director’s files for a period of not less than 5 years.

Complaints by students as part of the normal operation of the JWUDPT Program will follow individual and respective policies and procedures outlined in the JWUDPT Program’s *Student Complaints and Appeals Policy*. This policy is available electronically on the JWUDPT Program’s ULearn site as well as the Program’s website. Faculty and Staff should follow University Policy and Procedures as outlined on the University’s website and with the JWUDPT *Faculty and Staff Complaint Policy*.

**“Complaints Which Fall Outside the Realm of Due Process” must be submitted in writing using the *JWUDPT Complaint Form* found online on the Program’s Website and on the Program’s ULearn site.**

### **Complaints should be addressed to:**

Adam Thomas  
Interim Program Director  
Doctor of Physical Therapy Program  
Johnson & Wales University  
8 Abbott Park Place  
Providence, RI 02903

### **Procedures for Handling a “Complaint Which Falls Outside the Realm of Due Process”**

When possible, the DPT Program Director will discuss the complaint directly with the party or parties involved within 14 business days. If at all possible, the matter will be reconciled at this point. If needed, the JWUDPT Program Director will meet with all parties separately and may schedule a joint appointment with the two parties in order to attempt to resolve the issue. A letter from the JWUDPT Program Director acknowledging the resolution of the complaint will be filed and a copy sent to the complainant at the address indicated in their complaint.

If dissatisfied with the action or decision made by the JWUDPT Program Director, or if the complaint is against the JWUDPT Program Director, the involved party may submit a written complaint or appeal to the Dean of the College of Health & Wellness. A letter outlining the resolution by the Dean shall be filed with the complaint in the JWUDPT Program Director’s office for a period of 5 years.

Maura Iverson  
Dean, College of Health & Wellness  
Johnson & Wales University  
8 Abbott Park Place  
Providence, RI 02903



If the complainant believes that additional internal review is necessary, they may contact the Johnson & Wales University Provost as the final step in the complaint process within Johnson & Wales University.

Outside of the University, a complaint can also be filed with the physical therapy accrediting body: Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111 N. Fairfax Street, Alexandria VA. 22314.

## Social Media and Online Presence Policy

The Internet has created the ability for Johnson & Wales University Doctor of Physical Therapy (JWUDPT) students to communicate and share information quickly and to reach millions of people easily. Participating in social networking and other similar Internet opportunities can support DPT students' personal expression, enable individual DPT students to have a professional presence online, foster collegiality and camaraderie within the profession, and provide opportunity to widely disseminate public health messages and other health communication. Social networks, blogs, and other forms of communication online also create new challenges to the patient-provider relationship.

### Considerations for JWUDPT Students Regarding an Online Presence

1. The JWUDPT students should be cognizant of standards of patient privacy and confidentiality that must be maintained in all environments, including online, and are strictly prohibited from posting identifiable patient information online.
2. When using the internet for social networking, DPT students should use privacy settings to safeguard personal information and content to the extent possible but should realize that privacy settings are not absolute and that once on the Internet, content is likely there permanently. Thus, DPT students should routinely monitor their own Internet presence to ensure that the personal and professional information on their own sites and, to the extent possible, content posted about them by others, is accurate and appropriate.
3. If they interact with patients on the Internet, DPT students must maintain appropriate boundaries of the patient-provider relationship in accordance with professional ethical guidelines (as described by the American Physical Therapy Association) just, as they would in any other context.
4. To maintain appropriate professional boundaries DPT students should consider separating personal and professional content online.
5. When DPT students see content posted by colleagues that appears unprofessional they have a responsibility to bring that content to the attention of the individual, so that he or she can remove it and/or take other appropriate actions. If the behavior significantly violates professional norms and the individual does not take appropriate action to resolve the situation, the DPT student should report the matter to the Program Director and/or the appropriate authorities.
6. DPT students must recognize that actions online and content posted may negatively affect their reputations among patients and colleagues, may have consequences for their medical careers, and can undermine public trust in the Physical Therapy Profession.

Adapted from the American Medical Association Council on Ethical & Judicial Affairs (CEJA) Report on Professionalism in [the Use of Social Media](#)

### Program Expectations

1. The JWUDPT Program does not *routinely* monitor student social media accounts. The Program considers posting of negative commentary regarding the JWUDPT Program, Faculty, Staff, patients or fellow students in a public forum to be a violation of our professionalism expectations for students. In the event that inappropriate program related content from a student's social media account is brought to the attention of the JWUDPT Program, the matter will be reviewed by the Professional Performance Committee. In addition, if the content posted violates guidelines set by HIPAA or FERPA, students may face dismissal from the program as well as HIPAA mandated fines and criminal consequences from outside agencies.
2. JWUDPT Academic Faculty and Staff Members are **not permitted** to extend or accept "friend requests" to/from students prior to successful graduation from the JWUDPT Program.

Students should refrain from sending such requests while they are enrolled in the JWUDPT Program.

3. JWUDPT Clinical Faculty Members are **not permitted** to extend or accept “friend requests” to/from students prior to completion of a given clinical experience. Students should refrain from sending such requests while they are attending a clinical experience.
4. JWUDPT students should **not** send or accept “friend requests” to/from patients who are receiving PT services at any clinic where a student is attending an integrated or Full-Time Clinical Experience, or to/from any patient who is still undergoing treatment at a clinic where the student previously attended their clinical experience.
5. Connecting with fellow students, as well as academic and clinical faculty on Linked-In is encouraged both during program enrollment and after graduation to help foster the professional presence of the student and to allow networking opportunities.
6. The use of social media during didactic classroom time and during clinical experiences is prohibited. This action clearly shows a lack of respect for the lecturer/preceptor and reflects poorly on the program as a whole. Infractions of this policy will result in a reduction of up to five (5) professionalism points for the class/clinical experience grade.
7. JWUDPT Program materials, including PowerPoint presentations, tests, assignments, quizzes are considered intellectual property of the University and the Professor/Lecturer and should not be shared outside of the current class in any form including posting on social media or publicly available websites or files sharing sites.
8. Consistent with HIPAA regulations, patient privacy must be protected at ALL TIMES.
9. Students should not share any identifiable patient or clinical information via social media. HIPAA laws apply to all social networking sites.
10. Students should ensure accuracy regarding statements made about the JWUDPT program and its community members. Students should not provide false, intentionally inaccurate, or inflammatory comments.
11. All laws governing copyright and fair use of intellectual property must be followed.
12. Students should recognize that one’s professional reputation can be affected through social networking and therefore be judicious when posting content.

## Student Responsibilities

As a representative of Johnson & Wales University, the JWUDPT Program, and the Physical Therapy Profession:

1. Take Responsibility and Use Good Judgment. You are responsible for the material you post on personal blogs or other social media. *Be courteous, respectful, and thoughtful about how others may perceive or be affected by postings.* Incomplete, inaccurate, inappropriate, threatening, harassing or poorly worded postings may be harmful to others. They may damage relationships, undermine Johnson & Wales University or the JWUDPT Program’s Brand or reputation, discourage teamwork, and negatively impact the institution’s commitment to patient care, education, research, and community service.
2. Think Before You Post. Anything you post is highly likely to be permanently connected to you and your reputation through the internet and email archives. Future employers often have access to this information and may use it to evaluate you. Take great care and be thoughtful before placing your identifiable comments in the public domain.
3. Protect Patient Privacy. Disclosing information about patients without written permission, including photographs or potentially identifiable information, is strictly prohibited. These rules also apply to deceased patients and to posts in the secure section of your Facebook page that is accessible by approved friends only.
4. Protect Your Own Privacy. Make sure you understand how the privacy policies and security features work on the sites where you are posting material.

5. Respect Work Commitments. Ensure that your blogging, social networking, and other external media activities do not interfere with your work/academic/clinical experience commitments.
6. Identify Yourself. If you communicate in social media about your institution, *disclose your connection and your role*. Use good judgment and strive for accuracy in your communications. False and unsubstantiated claims, and inaccurate or inflammatory postings may create liability.
7. Use a Disclaimer. Where your connection to your institution is apparent, make it clear that you are speaking for yourself and not on behalf of any organization. A disclaimer, such as, "The views expressed on this [blog; website] are my own and do not reflect the views of the Johnson & Wales University Doctor of Physical Therapy Program," may be appropriate.
8. Respect Copyright and Fair Use Laws. For your institution's protection as well as your own, it is critical that you show proper respect for the laws governing copyright and fair use of copyrighted material owned by others, including your institution's own copyrights and brands.
9. Protect Proprietary Information. Do not share confidential or proprietary information that may compromise business practices or security. Similarly, do not share information in violation of any laws or regulations.
10. Seek Expert Guidance. Consult with the program faculty if you have any questions about the appropriateness of materials you plan to publish or if you require clarification on whether specific information has been publicly disclosed before you disclose it publicly.
11. Failure to abide by JWUDPT Program policies may lead to disciplinary action, up to and including dismissal from the program.

Adapted from: "Mount Sinai Medical Center Social Media Guideline." Mount Sinai School of Medicine.

<http://icahn.mssm.edu/about/faculty-resources/handbook/institutional/social-media>

## **Clinical Education Requirements**

Please refer to the JWU DPT Clinical Education Handbook for all Clinical Education processes, policies, and forms.

# Appendix

## Essential Functions Attestation

I certify, by my signature below, that I have read and understand the Essential Functions Policy required for enrollment and participation in the Johnson & Wales University Doctor of Physical Therapy (JWUDPT) Program. To the best of my knowledge, I am able to meet each of these Essential Functions, with or without reasonable accommodations, without risking harm to myself or others.

I understand that if I am unable to perform the Essential Functions outlined in the policy, with or without reasonable accommodations, I may be dismissed from the JWUDPT Program. I also acknowledge that clinical sites may not be able to provide the same accommodations available during the didactic phase of the program. Furthermore, I understand that students must be able to meet all Essential Functions during clinical experiences, with or without reasonable accommodations, within timeframes consistent with contemporary clinical practice.

Student Signature: \_\_\_\_\_

Student Full Name (Print): \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Date: \_\_\_\_\_

## **Authorization for Program to use my Likenesses, Photographs, Videos, Audio Recordings, or Personal Information**

Johnson & Wales University, the College of Health & Wellness and the Johnson & Wales University Doctor of Physical Therapy (JWUDPT) Program maintain an active marketing campaign, a website, as well as a social media presence. This is beneficial to the program and helps keep our clinical partners actively aware of what we do. As part of this practice, we frequently collect material relevant to the program for publication. This may involve Images of our students, faculty and staff.

As part of the day-to-day operation of the DPT Program students may be recorded on photograph, audio, or video. These images may be shared as part of the general marketing of the program. As part of attendance in the program students grant Johnson & Wales University, The JWUDPT Program, its directors, officers, employees, agents, and designees (collectively "JWUDPT Program") non-revocable permission to capture images and likenesses in photographs, videotapes, motion pictures, recordings, or any other media (collectively "Images").

Students acknowledge that the JWUDPT Program will own such Images and further grant the JWUDPT Program permission to copyright, display, publish, distribute, use, modify, print and reprint such Images in any manner whatsoever related to the JWUDPT Program business, including without limitation, publications, advertisements, brochures, web sites, or other electronic displays and transmissions thereof. Students waive any right to inspect or approve the use of the Image by the JWUDPT Program prior to its use. Students forever release and hold the JWUDPT Program harmless from any and all liability arising out of the use of the Images in any manner or media whatsoever and waive any and all claims and causes of action relating to use of the Images, including without limitation, claims for invasion of privacy rights or publicity.

Students may opt out of this agreement at any time by notifying the Program Director in writing. Once a student opts out, no Images of that student will appear in any material related to the DPT Program.

By my signature in receiving the student handbook, and reading this form in its entirety:

1. I am stating that I understand all of the information provided on this form.
2. I understand and agree that such likenesses of me may be placed on the Internet.
3. I understand and agree that I may be identified by name and/or title in printed, Internet or broadcast information that might accompany the photographs and/or video recordings of me.
4. My signature below is valid throughout my enrollment in the JWUDPT Program.

Student Signature: \_\_\_\_\_

Student Full Name (Print): \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Date: \_\_\_\_\_



## Financial Agreement

In order to enroll as a student at Johnson & Wales University, I understand that I am responsible for payment, in full, of all educational expenses, including applicable tuition, fees, and other miscellaneous charges incurred in connection with my registration and attendance at Johnson & Wales University.

I fully understand that by committing to the Johnson & Wales University Doctor of Physical Therapy (JWUDPT) Program, I will be charged a tuition fee as well as other fees associated with my participation in the DPT Program by Johnson & Wales University. These fees are outlined in the student manual provided by the DPT program administrator. I also affirm that I have read, and will abide by, the University's official refund policy as outlined below, and that, in an event that I do not pay my tuition & fees and the University finds it necessary to send my unpaid balance (tuition any other related fees) to a collection agency or attorney for collection, I agree to pay up to 40% of the amount owed for any reasonable collection fees and/or legal fees and court costs associated with said collection of the amount owed to Johnson & Wales University.

I understand, agree and give express consent to Johnson & Wales University, or anyone working on their behalf, including third party vendors, to contact me at the cell phone number that I have provided to the University by manually dialing the number, by using automated dialing technology or by text messaging.

Additionally, I understand that my 1098T tax form will be accessible through my secure Banner access account every January. A paper form will not be provided to me unless I have made a written request for the paper form at the Office of the Bursar.

Contact:

Michelle Doss

Student Financial Services - 8 Abbott Park Place, Providence, RI 02903

[michelle.doss@jwu.edu](mailto:michelle.doss@jwu.edu)

(401) 598-5189

Student Signature: \_\_\_\_\_

Student Full Name (Print): \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Date: \_\_\_\_\_

Address \_\_\_\_\_

Non JWU E-Mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

### Refund Policy:

Johnson & Wales University will manage all refunds of tuition. **Fees are non-refundable.**

A student withdrawing from Johnson & Wales University must contact the Office of the Registrar and the Doctor of Physical Therapy Program Director in writing and complete a voluntary withdrawal form in order for his/her withdrawal to be official. Tuition refunds will be calculated as follows:

Withdrawal prior to start of semester – 100%

Withdrawal during the 1<sup>st</sup> or 2<sup>nd</sup> week – 100%

Withdrawal after the 2<sup>nd</sup> week – 0%

## Participation of Students as Human Subjects Policy/Acknowledgement

Statement: Functional anatomy, Kinesiology and physical therapy skills are best learned through the study of living subjects.

The Faculty at the Johnson & Wales Doctor of Physical Therapy (JWUDPT) program would like all students to be aware that there are relative and absolute contraindications for many of the assessments and interventions that students may be exposed to in the physical therapy curriculum. The Faculty want to make sure that your current/past medical history does not place you at risk of injury while you are participating in required laboratory experiences planned within the curriculum.

Please take a few minutes to review each section of this document. If any aspects of this document are not clear or if you have any questions, please discuss them with a member of the faculty prior to signing this document.

It is the responsibility of each student to disclose any illness, condition, or injury that might jeopardize the safety or health of the student, the student's classmates, or their instructors in the performance of any learning activity. Such limitations should be brought to the attention of the appropriate faculty member or laboratory instructor immediately.

If you have any of the following conditions in your current/past medical history or any musculoskeletal injuries within the last three months, please discuss these issues with a member of the faculty prior to participating in any of the laboratory experiences within the curriculum.

1. History of surgery
2. History of a cardiovascular disorders (heart attack, angina, pain in chest, syncope (fainting))
3. History of an inflammatory disease (asthma, ulcerative colitis, Crohn's disease, etc.)
4. History of an autoimmune disorder (rheumatoid arthritis, polymyalgia rheumatica, etc.)
5. History of a metabolic disorder (diabetes, hyperthyroidism, etc.)
6. History of a vascular disease (pulmonary embolism, deep vein thrombophlebitis, etc.)
7. History of vertigo (dizziness, room spinning, etc.)

The conditions listed below are absolute contraindications to a number of physical therapy interventions. It is your responsibility to notify faculty should you have/had any of the following;

1. Cancer
2. Spinal fracture, instability or surgery
3. Vascular disease
4. Connective tissue disorders (Marfan Syndrome, Ehlers Danlos Syndrome, Down's Syndrome)
5. Current Pregnancy

It is your responsibility to notify a member of the faculty if you have any of the above conditions or if you are unsure if you have any of the above conditions or other condition not previously stated but that would preclude participation. It is not necessary for you to specifically identify your condition, just to let your supervising faculty member know so that they can plan accordingly.

Should a student have a medical problem or issue that he/she believes precludes their ability to be a subject (have certain techniques performed on them by other students), it is the student's responsibility to discuss requested limitations with the appropriate faculty member in advance of such experiences.

If a student has injuries or medical conditions that result in an inability to fully participate in the activities associated with all aspects of the curriculum (i.e. performance of laboratory skills on other

students), either on a temporary or permanent basis, students should seek formal accommodation. Written medical clearance must be obtained when a temporary restriction has been lifted and a previously approved accommodation is no longer needed.

If a student is not able to fully participate in the curriculum with reasonable accommodations, the student's continuation in the program will be referred to the Professional Performance Committee. Full participation is described in the Essential Functions document located in your student manual.

Each student must understand and consent to the concept that full participation in the teaching-learning experiences of the Doctor of Physical Therapy program includes multiple experiential activities conducted in a respectful and appropriate manner. Each student must attest that they are able to perform all the responsibilities outlined in the Essential Functions document in the Student Manual.

The Johnson & Wales University Doctor of Physical Therapy (JWUDPT) Program requires the participation of students as living subjects, as well as examiners, in an interchangeable fashion, during selected courses of the didactic phase of the program. Students are expected to willingly participate in all aspects of physical therapy examination and intervention training in a professional and cooperative manner. At various times, students will be asked to wear clothing that will easily allow physical examinations by other students and observation by participating faculty. Females will be asked to wear a modest sports bra and shorts; males will be asked to wear shorts.

Physical Therapy education requires the application of various procedures in order to perform a Physical Therapy evaluation and a myriad of Physical Therapy interventions. Students will act as both a provider performing such skills and procedures on classmates, and as a patient recipient of these same procedures. To make this an equitable process, those students wishing to participate in performing skills must agree to be the recipient of those same skills.

The following rules apply to skills and procedures:

1. Students have the right to consent or refuse any procedure/intervention at any time.
2. All procedures are voluntary. Volunteering involves consenting to the inherent risks involved in both performing and receiving such procedures/interventions.
3. Barring the presence of medical conditions as outlined herein, if a student performs a procedure on a classmate, they consent to have that classmate perform the same procedures/interventions on them.
4. Students agree that all procedures/interventions will be performed in the presence of a faculty member and that they will follow all verbal, posted, and implied instructions.
5. Students will report any injury immediately, including but not limited to falls, sprains, strains, lacerations, abrasions, needle stick or exposure to bodily fluids, to the faculty member present.
6. Students will understand the risk(s) of each procedure/intervention they perform and receive and are willing to accept the risk associated with each procedure/intervention. If they are not aware of the risks, or are unwilling to accept these risks, they agree not to perform or receive any procedure/intervention until all risks are fully explained and they are fully willing to accept such risks.
7. Students are aware that other unforeseeable complications may occur. Students do not expect faculty to anticipate or explain all possible risks or complications that could occur.
8. In the case of a laceration or needle stick injury, students agree to have their blood drawn and tested for communicable diseases, including, but not limited to, HIV and Hepatitis.
9. In the case of a concerning exposure, students will be offered counseling and Post Exposure Prophylaxis (PEP) if indicated.

Students agree that they have had the opportunity to discuss this document and have any questions answered. Each student, on behalf of themselves, heirs, next of kin, spouse, and legal representatives do hereby absolutely, fully, and forever, release, relieve, waive, relinquish, and discharge Johnson & Wales University, The JWUDPT Program, any faculty member, fellow student, administrator, or any of their respective directors, officers, employees, volunteers, agents, contractors, and representatives, of and from any and all actions or causes of action, actual or alleged claims, of any kind or undiscovered, accrued or un-accrued, suspected or unsuspected, which any Releasing Party may now have, claim to have, or which may at any time hereafter accrue, arising out of, in connection with, in consequence of, in any way involving, or related to the procedures performed. Students also agree that they, their heirs, next of kin, spouse, and legal representatives will not make a claim against, sue, or assign blame in any manner as a result of performed procedures.

By student's providing a signature stating they received this information through the student handbook:

1. Students are stating that they understand all of the information provided on this form.
2. That they consent to participate in all of the physical therapy skills and act as a willing patient allowing any and all classmates and faculty to perform appropriate physical therapy skills on them.
3. That my participation in procedures is voluntary, but that not agreeing to participate as a patient prevents the students from performing physical therapy skills on fellow classmates, thus limiting their educational process and placing them at a distinct disadvantage upon starting clinical experiences.

Student Signature: \_\_\_\_\_

Student Full Name (Print): \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Date: \_\_\_\_\_

**Incident Form: Guests/Students/Faculty/Staff**

Date and Time: \_\_\_\_\_

Faculty\*/Staff\*/Student Involved (list all): \_\_\_\_\_

Witness: \_\_\_\_\_

Lab Faculty or Clinical Instructor: \_\_\_\_\_ Did they DIRECTLY witness the incident Yes/No

Did the Faculty/Staff/Student require emergency treatment: Yes / No

If Yes, was Campus Safety & Security Contacted: Yes\*\* / No

If Yes to whom and how were they brought there:

Summary of Event:

Faculty Actions and Recommendations:

Program Director's Actions and/or Recommendations:

Signature of Supervising Faculty: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Signature of Program Director: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Was this form sent to the Director of Environmental Health & Safety:    Yes / No

If no, why:

\* Faculty and Staff incidents must also be reported to the Human Resources Department by completing this [form on HR Pulse](#).

\*\* Program Director will attach the official Campus Safety & Security Incident Report to this form once received.

## Doctor of Physical Therapy Program Complaint Form

All formal complaints must be received in writing and must be dated and signed. Complaints and/or suggestions are recognized as an opportunity for program improvement and should be expressed with this end in mind.

**Describe the complaint including person or persons involved and why the complaint is being made.**

Name of complainant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_, Phone: \_\_\_\_\_  
(optional) (optional)

**Complaints concerning the program should be addressed to:**

Adam Thomas  
Interim Program Director  
Doctor of Physical Therapy Program  
Johnson & Wales University  
8 Abbott Park Place  
Providence, RI 02903  
[athomas@jwu.edu](mailto:athomas@jwu.edu)

**Complaints concerning the program director should be addressed to:**

Maura Daly Iversen  
Dean of the College of Health & Wellness  
Johnson & Wales University  
8 Abbott Park Place  
Providence, RI 02903  
[miversen@jwu.edu](mailto:miversen@jwu.edu)

**Complaint resolution/disposition:**

**Submitted by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

A copy of this completed form will be mailed to the complainant and the original will be filed in the Program Directors Office for five years



## Doctor of Physical Therapy Program (JWUDPT) Medical Clearance Form

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Dear Medical Provider,

You have been asked to provide medical evidence that the student in question can perform the essential functions of a Physical Therapist as defined in this letter. Students must be able to perform these essential functions during classroom, laboratory, and experiential learning activities (including but not limited to participation in one-on-one interactions, small group discussions, presentations, large-group lectures, and real patient encounters) in both the academic and clinical settings with or without reasonable accommodations as defined by the JWUDPT Program. After reviewing the essential functions stated at the end of this document, please complete the following and sign and date below.

**The above-named student is able to perform the essential functions and technical standards required of a physical therapist during:**

Yes	No	Classroom activities
Yes	No	Laboratory activities
Yes	No	Clinical Education/Experiential Learning activities

*\*Medical provider to check yes or no for each one*

**If the answer is "No" to any of the above, please complete the following:**

	Restrictions as of _____ (insert date) until _____ (insert date)
	If the above-named student has any restrictions, please complete the table below:

*\*Medical provider to check the appropriate box above*

Student's Name: \_\_\_\_\_

Check applicable boxes and provide limitations/restriction	
<input type="checkbox"/> Lifting (Max weight in lbs) _____ lbs	<input type="checkbox"/> Walking _____ hours per day
<input type="checkbox"/> Repetitive Lifting _____ lbs	<input type="checkbox"/> Standing _____ hours per day
<input type="checkbox"/> Carrying _____ lbs	<input type="checkbox"/> Sitting _____ hours per day
<input type="checkbox"/> Pushing/pulling _____ lbs	<input type="checkbox"/> Kneeling _____ hours per day
<input type="checkbox"/> Reaching over head	<input type="checkbox"/> Squatting _____ hours per day
<input type="checkbox"/> Reaching away from body	

My signature indicates that I have read and understand the student's essential functions and specific technical standards within the essential functions and that my findings are based on my medical assessment of this student's ability to perform the requirements.

Providers Name (Printed): \_\_\_\_\_

Providers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*Document must be signed by: MD, DO, PA, DNP, NP/APRN/ARNP, DMD, DDS**

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I AGREE THAT:

I will follow through with all the restrictions listed above. I will notify the Program Director and/or Associate Program Director of the DPT Program of any departure from these restrictions.

Student's Name (Printed): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ESSENTIAL FUNCTIONS

1. **Sensory Abilities** Includes the ability to perceive all information necessary for effective patient/client management inclusive of functional use of vision, hearing, olfaction and tactile sensations.
2. **Communication** Use appropriate verbal, nonverbal, and written communication with all individuals when engaged in physical therapy practice, research, and education, including patients, clients, families, care givers, practitioners, consumers, payers, and policy makers.
3. **Motor** Students of physical therapy must possess a variety of gross and fine motor skills. These skills are reflective of the physical capacities required to perform the job of a physical therapist in a wide variety of settings.
4. **Cognitive** Students of physical therapy must possess sufficient intellectual-conceptual ability that includes the capacity to use integrative and quantitative abilities and make decisions. These cognitive skills are critical for the physical therapist to make clinical decisions during the examination, evaluation, diagnosis, prognosis, and intervention activities for patient/client management.
5. **Affective** Possess the emotional health required for the full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt and safe completion of all responsibilities attendant to the diagnosis and care of patients and families.

## Release of Medical, Drug Screening, Criminal Background, and Other Personal Information

Student Name: \_\_\_\_\_  
Student ID Number: \_\_\_\_\_

Date: \_\_\_\_\_

It is necessary for the Johnson & Wales University Doctor of Physical Therapy (JWUDPT) program to have access to a variety of student health and personal information, and to share this information with Clinical Education (integrated and fulltime) sites as needed/requested. This is to ensure the safety and well-being of all individuals involved in the educational and clinical training process, and to comply with any program, university, state, or external clinical facility requirements.

A Criminal Background Investigation is required by all students upon matriculation to the JWUDPT program. Students may be required to undergo additional Criminal Background Investigations, potentially of different types and frequencies throughout the course of the didactic and/ or clinical education phase of the program.

Drug screening is required by many clinical facilities as part of their site requirements. Students may be required to complete one or more drug screenings throughout the course of the didactic and/or clinical education phase of the program.

By signing this form, you are agreeing to the following terms and conditions:

I hereby give the JWUDPT program permission to disseminate the following information to clinical sites who are involved in my clinical education placement process:

- Personal information contained in my Exxat profile, including but not limited to my name, address, phone number, email address and photograph.
- Criminal background investigation results
- Drug screening results

I hereby give the JWUDPT program permission to receive the following health information from pertinent third parties, including but not limited to my personal physician(s), medical providers or Johnson & Wales University Health services, and to provide this data to clinical education sites as per their site placement requirements:

- All immunization records
- Date of my most current physical examination with status regarding my ability to participate in clinical placements.
- Medical Insurance coverage

Student Signature: \_\_\_\_\_

Student Full Name (Print): \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Date: \_\_\_\_\_

## **Student Receipt of Student Manual and Understanding of Policies and Procedures**

Please review the Johnson & Wales Doctor of Physical Therapy (JWUDPT) Program Student Handbook and retain it for future reference. An additional copy of this page will be collected during the orientation sessions and filed with your student records.

Please complete this Form: Student receipt and understanding of policies and procedures within the student handbook including the following Forms:

- Academic Honesty Pledge Form
- Attestation of Essential Functions Form
- Authorization for Program to use my Likenesses, Photographs, Videos, Audio Recordings, or Personal Information Form
- Financial Agreement Form
- Participation of Students as Human Subjects Form
- Release of Medical, Drug Screening, Criminal Background, and Other Personal Information Form
- APTA Code of Ethics for the Physical Therapist
- APTA Guide for Professional Conduct
- Professional Behaviors for the 21st Century

The following policies and practices are currently in effect. Policies are subject to change at any time. Students should be aware of these policies and are responsible for all content contained within. The program's policies and forms are located in the Johnson & Wales Doctor of Physical Therapy (JWUDPT) Program Student Handbook, which is posted on the DPT Ulearn site.

- Academic Remediation and Dismissal Policy
- After Hours Laboratory Access Policy
- Artificial Intelligence (AI) Use Policy
- Academic Advising Policy
- Attendance Policy
- Class Cancellation Policy
- Classroom Laboratory Full Time Clinical Experience Etiquette Policy
- Classroom Recording Policy
- Code of Conduct Policy
- Complaint Which Falls Outside the Realm of Due Process Policy
- Confidentiality of Student Records Policy
- Criminal Background Investigation and Drug Screening Policy
- Drugs Alcohol and Other Substances Policy
- Email Policy
- Equipment Maintenance Policy
- Essential Functions Policy
- Examsoft testing Policy
- Faculty staff and student Harassment and IX Grievances Policy
- Immunizations and Tuberculosis Screening Policy
- Incident Reporting Policy
- Mandatory Training Policy
- Professional Performance Committee Reviews and Actions Policy
- Requirements for Academic Progression and Graduation Policy
- Social Media and Online Presence Policy
- Student Complaints and Appeals Policy

- Student Dress Code and Personal Hygiene Policy
- Student Employment outside of the program Policy
- Student Health and Health Care Services Policy
- Student Identification and Right to Refuse Policy
- Student Travel and Expenses Policy
- Student Withdrawal and Dismissal Policy
- Students with Disability Policy
- Testing Environment and Examination Review Conditions Policy
- Timely Access to Mental Health Services Policy

By my signature:

1. I am stating that I understand all of the information provided on this form.
2. I have read the Johnson & Wales Doctor of Physical Therapy (JWUDPT) Program Student Handbook.
3. I confirm that I understand the standards for academic performance as outlined in the Academic Progression Policy.
4. I confirm that I am able to perform all the Essential Functions as outlined in the Essential Functions Policy or have provided a request for accommodations through Accessibility Services on campus.
5. I agree to adhere to the [Code of Ethics for the Physical Therapists](#) as outlined by the American Physical Therapy Association.
6. I agree to adhere to the [Core Values](#) as stated by the American Physical Therapy Association.
7. I am confirming that I have been informed of the above Program Policies and procedures, and I agree to abide by all of the above policies and procedures.
8. That I am aware of the repercussions of not following these policies.
9. That I have been afforded the opportunity to ask questions regarding any policies of which I am unclear
10. That I understand that ignorance of a policy does not excuse any violation of such policies

– Student Copy – signed original on file in student's records

Student Signature: \_\_\_\_\_

Student Full Name (Print): \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Date: \_\_\_\_\_