

University of St. Augustine for Health Sciences

2012 – 2013 Student Handbook



California Campus
700 Windy Point Drive
San Marcos, CA 92069

Florida Campus
1 University Blvd.
St. Augustine, FL 32086

Texas Campus
5401 La Crosse Ave.
Austin, TX 78739

800-241-1027
www.usa.edu

Rev. SU. 2013

Notice of Non-Discrimination Policy

The University of St. Augustine for Health Sciences does not discriminate on the basis of race, color, religion, sex, age, disability, national or ethnic origin, or marital status in administration of its educational policies, scholarship or loan programs, or any other school administered programs.

The Student Handbook is subject to change without notice and any changes become controlling.

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INTRODUCTION

This Student Handbook is designed to be a quick reference guide that is both informative and helpful. It is not a contract. It does not replace the official Catalog. It is a collection of information and policies, both general and specific for the university's degree programs. Material in the Catalog that may be omitted from this Handbook does not imply that such material does not have relevance to these programs. If any conflict appears to exist between this Handbook and statements in the Catalog, the Catalog takes precedence. The University reserves the right to make changes to the Student Handbook at any time. The Student Handbook and University Catalog can be found on the USA website under the [Admissions](#) tab.

The University complies with and follows policies associated with the Americans with Disabilities Act, including the right of reasonable accommodation. It also does not discriminate by reason of race, religion, age, gender or sexual orientation, or ethnic creed.

Each student should carefully read the current issues of both the Student Handbook and the Catalog. Please complete and return the Student Handbook Acknowledgement form found in the [myUSA](#) portal [Students](#) tab to the Student Services office.

UNIVERSITY OF ST AUGUSTINE MISSION STATEMENT

The mission of the University of St. Augustine for Health Sciences is the development of professional health care practitioners through innovative, individualized and quality classroom, clinical and distance education.

Core Values

- Students first
- Professional Advocacy
- Meeting health care staffing needs
- Excellence and innovation in education
- Visionary leadership
- Change Agents
- Professionalism
- Teamwork
- Advancing relevant scholarship
- Commitment to a healthy and productive lifestyle
- Professional autonomy
- High integrity and ethical standards

Institutional Goals

To make its vision a reality and to accomplish its mission, the University works to meet the following goals:

Patient/Client

1. Administer University policies and programs with the priority being the best interests of the client.

Students

2. Prepare students to be leaders, clinically excellent, academically sound, and professional in their health sciences professions.
3. Nurture students' abilities to be lifelong learners
4. Promote the use of professional behaviors in the work environment
5. Enable the skills necessary to exercise autonomous judgment in professional endeavors
6. Use evidence-based practice and current research to guide decision-making

Applies to all University of St Augustine for Health Sciences Students

Learning and Teaching

7. Facilitate interdisciplinary collaboration
8. Support faculty scholarship, teaching excellence, and service to university, community and professional activities
9. Support faculty leadership in the development of contemporary curricula
10. Promote student learning by utilizing instructional best practice

Culture

11. Focus on student success in daily operations
12. Promote an organizational culture that respects open communication, job ownership, and teamwork
13. Encourage the positive advantages of a healthy and productive lifestyle
14. Expect ethical behavior and integrity to underpin all University actions
15. Support professional advocacy in working with external constituencies

Quality

16. Focus on quality improvements to enhance institutional effectiveness

Growth and Innovation

17. Embrace change and innovation in processes that enhances educational outcomes
18. Responsibly grow the university based on society's need for our programs and the availability of resources and personnel to support them.
19. Provide visionary educational models that address student learning needs for professional practice

Stewardship

20. Manage University operations economically, safely and efficiently

Institutional Learning Outcomes

As a result of their educational experiences at the University of St. Augustine, graduates will:

- **Engage in life-long learning through intellectual inquiry**
 - Promote the value of lifelong learning
 - Demonstrate information literacy
 - Analyze knowledge and skills to formulate a plan for self-improvement
 - Teaches and mentors others
- **Promote an interdisciplinary approach to solving problems**
 - Foster respect in the values and roles of interdisciplinary professionals
 - Determine the need for interdisciplinary collaboration
 - Practice interdisciplinary teamwork and communication
 - Recognize self-limitations and need for referral
- **In one's practice area, utilize effective skills based on evidence-informed decision-making**
 - Perform safe and competent skills as a clinician/researcher/educator
 - Apply the evidence to decision-making across various aspects of practice
 - Promote the use of evidence in the workplace
 - Seek knowledge to stay current with practice standards
- **Be effective in professional communication**

Applies to all University of St Augustine for Health Sciences Students

- Appreciate the value of professional communication in daily interactions
- Demonstrate professional communication across diverse groups and varied situations
- Evaluate appropriate communication strategies
- Build rapport with all types of people
- **Model professionalism, integrity, and high ethical standards**
 - Reflect on the value of professionalism in daily interactions
 - Demonstrate appropriate ethical and moral choices in practice settings which are in the best interest of the client
 - Apply non-judgmental approach in decision-making by respecting values and beliefs of people from a variety of backgrounds
- **Display leadership skills in one's profession**
 - Define the role of leadership in professional advocacy
 - Promote the profession and one's abilities in a positive, constructive manner
 - Exhibit personal leadership development
 - Use effective organization and time management for efficient practice
- **Demonstrate the ability to think logically, critically, creatively, and independently**
 - Utilize critical thinking, logic, and reasoning when making decisions
 - Practice intellectual independence
 - Evaluate the problems, solutions, and consequences of current practice issues
 - Use flexible and creative thinking to solve problems

Licensure

The Bureau for Private, Post-secondary Education approves the University of St. Augustine for Health Sciences San Marcos, California campus. Information regarding the California programs or any questions a student may have regarding this handbook that have not been satisfactorily answered by the institution may be directed to the Bureau for Private, Post-secondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, 916-431-6959 or www.bppe.ca.gov.

The Commission for Independent Education, Florida Department of Education, Tallahassee, Florida, licenses the University of St. Augustine for Health Sciences to offer its degree programs in Florida. Additional information regarding this institution may be obtained by contacting the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399, toll free number 888-224-6684.

This licensure in both California and Florida includes the Doctor of Physical Therapy (DPT), the Flexible Doctor of Physical Therapy (DPT), the Master of Occupational Therapy (MOT), the Master of Orthopaedic Physician Assistant (MOPA), the transitional Doctor of Physical Therapy (DPT), the Post Professional Doctor of Occupational Therapy (OTD), Doctor of Education (EdD), and Doctor of Health Science (DHSc) degrees. The Flexible Master of Occupational Therapy (MOT) began on the Florida campus in January 2013. Continuing Education courses are not under the purview of the Commission for Independent Education.

The Texas Higher Education Coordinating Board and The Texas Workforce Commission, Career Schools and Colleges, Room 226T, 101 East 15th Street, Austin, TX 787-78-0001, 515-936-3100 approves the University of St. Augustine for Health Sciences to offer the Doctor of Physical Therapy degree program.

Accreditations and Approvals

The University is institutionally accredited by the Accrediting Commission of the Distance Education and Training Council (DETC). The Accrediting Commission of the Distance Education and Training Council is listed by the U.S. Department of Education as a nationally recognized accrediting agency, and is a recognized member of the Council for Higher Education Accreditation (CHEA). This national accreditation helps ensure that the school has been carefully evaluated and has met nationally recognized standards of education. For more information contact The Distance Education and Training Council at 1601 18th Street, NW, Ste. 2, Washington, DC 20009, 202-234-5100.

The Commission on Accreditation in Physical Therapy Education (CAPTE) accredited the first professional Physical Therapy program in October 1996, re-accredited the program in April 2001 and again in 2011. The part-time Flexible Doctor of Physical Therapy program in Florida was accredited by CAPTE in October 2004 and re-accredited in 2011. The DPT program in San Marcos, CA (both the full-time and part-time Flexible programs) were approved in April 2007 and re-accredited in 2011. The full-time Doctor of Physical Therapy program in Texas was approved in November 2011. Additional information regarding this accreditation is available by contacting the Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314, 800-999-2782 ext.3240 or visit www.capteonline.org.

The entry-level Occupational Therapy program was accredited with no deficiencies by the Accreditation Council for Occupational Therapy Education (ACOTE) in April 1999 and re-accredited in April 2009. The California MOT program received accreditation from ACOTE in the fall of 2010. The Flex MOT program received approval from ACOTE in May of 2012. Graduates take the certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam the individual will be an Occupational Therapist (OTR). In addition, most states require licensure to practice. State licenses are usually based on this NBCOT certification. A felony conviction may affect a graduate's ability to sit for the NBCOT examination or attain state licensure. For more information about the occupational therapy accreditation process, contact the Accreditation Council for Occupational Therapy Education (ACOTE), 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449, 301-652-2682.

The Campuses

The University of St. Augustine for Health Sciences' California campus is located at 700 Windy Point Drive, San Marco, CA 92069. The California campus location is comprised of three buildings, housing over 76,000 square feet of state-of-the-art laboratories, classrooms, library, a student wellness center and student areas.

The University of St. Augustine for Health Sciences' Florida Campus is located at 1 University Blvd., St. Augustine, FL 32086 on a twenty-six acre campus. In August, 2007 a new academic building that houses the classrooms, labs, library, clinics and a student wellness center was opened. It features 75,000 square feet of educational space, eight (8) classrooms and five (5) laboratories.

The University of St. Augustine for Health Sciences' Texas campus is located at 5401 La Crosse Ave., Austin, TX 78739. The campus will include two buildings specifically for health science education with student-centric learning spaces designed with state-of-the-art educational technology, library, laboratories, collaborative learning spaces, student health club and clinic totaling 73,536 sq. ft.



UNIVERSITY OF ST. AUGUSTINE

F O R H E A L T H S C I E N C E S

University of St. Augustine Teach-Out for Degree Programs

Should the University of St. Augustine ever decide to discontinue any degree program, students in the program will have the option to complete their degree within a specified time frame that will be determined on a case-by-case basis and reflects that student's current standing in the program.

Dr. Wanda Nitsch, President
University of St. Augustine for Health Sciences
700 Windy Point Drive
San Marcos, CA 92069

Date: May 1, 2013

STUDENT SERVICES

Mission

The Student Services office is responsible for providing pre-admission, admission, and registration services to prospective students, current students, and alumni. The office oversees, coordinates and administers multifaceted activities and student-centered services that include recruitment programs, pre-admission advisement, admissions and registrar functions, and alumni services. The staff value excellent customer service, timely and accurate communication, professionalism, and teamwork.

Student Services Personnel

- Dian Hartley, Associate Vice President of Student Services ext 1207
dhartley@usa.edu
- Steve Jones, Director of Admissions ext 1296
sjones@usa.edu
- Diane Rondinelli, Registrar ext 1205
drondinelli@usa.edu
- Laura Sanders, Assistant Registrar ext 1295
lsanders@usa.edu
- Heather Portillo, Student Services Coordinator
Texas Campus ext 3109
hportillo@usa.edu
- Laura Woodland, Student Services Coordinator
California Campus ext 2469
lwoodland@usa.edu
- Lindsay Rosenfeld, Admissions Coordinator
Florida Campus ext 1204
lrosenfeld@usa.edu
- Erika Forrest, Admissions Coordinator
Florida Campus ext 1236
eforrest@usa.edu
- Missy Moreno, Administrative Assistant
Florida Campus ext 1227
mmoreno@usa.edu
- Tiffany Bowens, Receptionist
Florida Campus ext 1263
tbowens@usa.edu
- Erin Potter, Office Assistant
Florida Campus ext 1298
epotter@usa.edu
- Marian Darcy, Receptionist
California Campus ext 2403
mdarcy@usa.edu

Information Resources/Library:

- Julie Evener, Library Services Coordinator
Florida Campus (also serves all DE students) jevener@usa.edu or
librarian@usa.edu
- Shawn Norton, Circulation Manager
Florida Campus snorton@usa.edu or
librarian@usa.edu
- Jennifer Finn, Circulation Manager
California Campus jfinn@usa.edu or
sandiegolibrary@usa.edu
- Arianne Thigpen, Librarian
Texas Campus athigpen@usa.edu or
TXLibrary@usa.edu

Applies to all University of St Augustine for Health Sciences Students

Financial Aid Office:

- Donna McCutchan, Financial Aid Coordinator ext 1208
dmccutchan@usa.edu
- Claudette Bogle, Financial Aid Counselor ext 1241
jsutton@usa.edu
- Viviana Rodriguez, Financial Aid Counselor, California Campus ext 2441
vrodriguez@usa.edu

Accounting Office: Maintains student accounting records; invoices students as needed; and processes refunds.

- Susan Sloat, Accounting Assistant ext 1240
ssloat@usa.edu

Continuing Education Registrations: Registers students for seminars and Certification examination.

- Lori Hankins, Director of Continuing Education and
Director of Marketing ext 1203
lhankins@usa.edu
- Ouida Howell, Assistant Director of Continuing Education ext 1266
ohowell@usa.edu

RECORDS

The main registrar office for all degree programs is maintained at the Florida campus. Any inquiries or requests for information should be sent to the Registrar, University of St. Augustine, 1 University Boulevard, St. Augustine, FL 32086, or email registrar@usa.edu.

The Student Services office is responsible for maintaining the official academic records for all students who enroll in academic degree programs. Holds may be placed on students' records, transcripts, grades, or registration because of financial or other obligations to the University. Satisfaction of the hold is required before a release can be given.

Address Changes

A student's legal home permanent (mailing address) address is taken from the application for admission and subsequently from the student information form completed during registration. It is the student's responsibility to notify the Student Services office of any changes to their address. Address changes should be made through the [myUSA](#) portal [Students](#) tab or in person at the Student Services office (on the Florida, California or Texas campuses).

Name Changes

Requests for a change in the name as it appears on the respective student's academic record must be made in writing and accompanied by a copy of one of the following: social security card, drivers' license, marriage certificate, divorce decree, adoption papers, or other suitable legal document. Name change form may be found on the [myUSA](#) portal [Students](#) tab.

Change in Student Status

Students who find it necessary to withdraw from the program or take a leave of absence must notify their program director in writing and complete the required documentation for the Student Services office. Withdrawal or leave of absence forms are available on the [myUSA](#) portal [Students](#) tab.

Release of Student Information

The University of St. Augustine for Health Sciences complies with the provisions of Public Law 93-380, the Family Educational Rights and Privacy Act (FERPA) of 1974, in reference to student records.

Students must consent to the release of any student information other than directory information to any person or agency. This consent must be in writing, signed, and dated. The consent must specify the information to be released, the reason for release, and the names of the individual or agency to whom the information is to be released. For more detailed information see pages 28-29 "Confidentiality and Release of Student Records".

Enrollment Certifications

To confirm enrollment in the University, students should forward documentation related to the certification and/or make a written request to the Student Services Office. For loan deferment certifications contact llasko@usa.edu.

Transcripts

To ensure confidentiality of student records, the University issues official transcripts of academic information only by written or electronic signature by the student or graduate using Transcripts on Demand. Students will pay a \$3.00 convenience fee for each request submitted and an additional \$2.00 fee for each paper transcript requested. For electronic transcript delivery only the \$3.00 convenience fee is charged. Transcripts as well as grade reports will not be issued for any student with an outstanding obligation to the University. For more information on ordering transcripts please visit the [myUSA](#) portal [Students](#) tab.

Grade Reports

Grades and unofficial transcripts can be obtained online through the [myUSA](#) portal [Students](#) tab.

Applies to all University of St Augustine for Health Sciences Students

Transferability of Course Credit

The transferability of credits you earn at the University of St. Augustine is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn at the University of St. Augustine is also at the complete discretion of the institution to which you may seek to transfer. If the degree you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek transfer after attending the University of St. Augustine to determine if your degree will transfer. The University actively pursues a policy of requesting other graduate occupational and physical therapy schools to accept our credits for transfer.

Graduation

All degree requirements must be complete before approval to graduate is given by the respective program director. Formal graduation ceremonies take place on the Florida and California campuses three (3) times per year at the conclusion of each trimester. Distance Education students currently attend graduation ceremonies on the Florida campus. Should a DE student prefer to participate in the graduation ceremony on the California campus, it must be approved by the Program Director.

Confirmation of a degree is posted to the official academic record following commencement exercises. The graduation fee varies by degree level and is paid at the time the student submits the Application to Graduate form* as noted on the Academic Calendar. Honors designation is given to entry-level, transitional and post professional students who have earned a cumulative GPA of a 3.50 – 3.64. High Honors designation is given to students who have earned a cumulative GPA of 3.65 – 4.0. The cumulative GPA is calculated through the final trimester of coursework.

*Many of the forms mentioned in this handbook are located on the [myUSA](#) portal Students tab, or can be found under individual program tabs on the [myUSA](#) portal.

TUITION AND FEES

The University publishes an official Schedule of Tuition and Fees for each division of the University. Because the programs within each division vary, the student should carefully study the charges that apply as set forth below. **All tuition is due at registration.** All charges are subject to change without advance notice.

Master of Occupational Therapy (MOT)

Florida Campus: The full-time MOT program is six trimesters in duration consisting of a minimum of 107 credit hours. Tuition for resident coursework is as follows: \$11,150 per trimester for the 2012-2013 academic year and \$11,596 per trimester for the 2013-2014 academic year. Additional costs and fees (including textbooks) are estimated at \$5,000 for the total program.

- Application fee: \$50.00
- Campus Access fee: \$160.00
- Graduation fee: \$150.00

California Campus: The full-time MOT program is six trimesters in duration consisting of a minimum of 107 credit hours. Tuition for resident coursework is as follows: \$13,285 per trimester for the 2012-2013 academic year and \$13,816 per trimester for the 2013-2014 academic year. Additional costs and fees (including textbooks) are estimated at \$5,000 for the total program.

- Application fee: \$50.00
- Campus Access fee: \$160.00
- Graduation fee: \$150.00

Doctor of Physical Therapy (DPT)

Florida Campus: The full-time DPT program is seven trimesters in duration consisting of a minimum of 126 credit hours. Tuition for resident coursework is as follows: \$11,150 per trimester for the 2012-2013 academic year and \$11,596 per trimester for the 2013-2014 academic year. Additional costs and fees (including textbooks) are estimated at \$5,000 for the total program.

Applies to all University of St Augustine for Health Sciences Students

- Application fee: \$50.00
- Campus Access fee: \$160.00
- Graduation fee: \$150.00

California Campus: The full-time DPT program is seven trimesters in duration consisting of a minimum of 126 credit hours. Tuition for resident coursework is as follows: \$13,285 per trimester for the 2012-2013 academic year and \$13,816 per trimester for the 2013-2014 academic year. Additional costs and fees (including textbooks) are estimated at \$5,000 for the total program.

- Application fee: \$50.00
- Campus Access fee: \$160.00
- Graduation fee: \$150.00

Texas Campus: The full-time DPT program is seven trimesters in duration consisting of a minimum of 126 credit hours. Tuition for resident coursework is as follows: \$11,750 per trimester for the 2012-2013 academic year and \$12,220 per trimester for the 2013-2014 academic year. Additional costs and fees (including textbooks) are estimated at \$5,000 for the total program.

- Application fee: \$50.00
- Campus Access fee: \$60.00
- Graduation fee: \$150.00

Dual Degree Option: Master of Occupational Therapy/Doctor of Physical Therapy (MOT/DPT)

Florida Campus: The full-time dual degree option is ten trimesters in duration consisting of a minimum of 173 credit hours and allows a student to complete the MOT and DPT programs consecutively. Tuition for resident coursework is as follows: \$11,150 per trimester for the 2012-2013 academic year and \$11,596 per trimester for the 2013-2014 academic year. Additional costs and fees (including textbooks) are estimated at \$7,000 for the total program.

- Application fee: \$50.00
- Campus Access fee: \$160.00
- Graduation fee: \$150.00 – first entry-level degree; \$150.00 – second entry-level degree

California Campus: The full-time dual degree option is ten trimesters in duration consisting of a minimum of 173 credit hours and allows a student to complete the MOT and DPT programs consecutively. Tuition for resident coursework is as follows: \$13,285 per trimester for the 2012-2013 academic year and \$13,816 per trimester for the 2013-2014 academic year. Additional costs and fees (including textbooks) are estimated at \$5,000 for the total program.

- Application fee: \$50.00
- Campus Access fee: \$160.00
- Graduation fee: \$150.00 – first entry-level degree; \$150.00 – second entry-level degree

Flexible Doctor of Physical Therapy (DPT)

Florida Campus: The program is twelve trimesters in duration consisting of a minimum of 126 credit hours. Tuition is \$6,511 per trimester for the 2012-2013 academic year and \$6,771 per trimester for the 2013-2014 academic year. Additional costs and fees (including textbooks) estimated at \$5,000 for the total program.

- Application fee: \$50.00
- Campus access fee: \$85.00
- Graduation fee: \$150.00

California Campus: The program is twelve trimesters in duration consisting of a minimum of 126 credit hours. Tuition is \$7,822 per trimester for the 2012-2013 academic year and \$8,135 per trimester for the 2013-2014 academic year. Additional costs and fees (including textbooks) estimated at \$5,000 for the total program.

- Application fee: \$50.00
- Campus Access fee: \$85.00
- Graduation fee: \$150.00

Applies to all University of St Augustine for Health Sciences Students

Flexible Master of Occupational Therapy (MOT)

Florida Campus: The program is ten trimesters in duration consisting of a minimum of 107 credit hours. Tuition is \$6,700 per trimester for the 2012-2013 and 2013-2014 academic years. Additional costs and fees (including textbooks) estimated at \$5,000 for the total program.

- Application fee: \$50.00
- Campus access fee: \$85.00
- Graduation fee: \$150.00

Master of Orthopaedic Physician Assistant (MOPA)

Florida Campus: The program is six trimesters in duration consisting of a minimum of 95 credit hours. Tuition is \$6,300 per trimester for the 2012-2013 and 2013-2014 academic years. Additional costs and fees (including textbooks) estimated at \$5,000 - \$7,000 for the total program.

- Application fee: \$50.00
- Campus access fee: \$85.00
- Graduation fee: \$150.00

Transitional Doctor of Occupational Therapy (OTD)

Tuition for all courses not involving a separate seminar will be \$465/credit hour and courses within a certification (and for which seminar fees are charged separately) will bear a per credit hour charge of \$200.

- Application fee: \$50
- Graduation fee: \$150 if attending commencement; and \$25 if not attending commencement

Total cost: approximately \$14,150 (for 30 credit hour program); approximately \$15,950 (for 35 credit hour program); approximately \$21,060 (for 60 credit hour program)

Transitional Doctor of Physical Therapy (DPT) Tuition for all courses not involving a separate seminar will be \$465/credit hour and courses within a certification (and for which seminar fees are charged separately) will bear a per credit hour charge of \$200. For the bachelor's degree student it is a 60 credit hour program and for the master's degree student it is a 24 credit hour program.

- Application fee: \$50
- Graduation fee: \$150 if attending commencement and \$25 if not attending commencement

Total cost: approximately \$13,620 for the Manual Therapy Certification Track; approximately \$12,275 for the Primary Care Certification Track; approximately \$12,785 for the Cranio-mandibular Certification Track; approximately \$12,360 for the Pure Online Option. Variable textbook and readings cost additional.

Doctor of Health Science (DHSc)

Tuition for all courses not involving a separate seminar is \$465/credit hour.

- Application fee: \$50
- Graduation fee: \$150 (includes stock black regalia); \$650 (includes custom regalia)

Total cost: Approximately \$28,100 (for 60 credit hour program). Variable textbook and readings cost additional.

Doctor of Education (EdD)

Tuition for all courses not involving a separate seminar is \$465/credit hour.

- Application fee: \$50
- Graduation fee: \$150 (includes stock black regalia); \$650 (includes custom regalia)

Total cost: Approximately \$28,100 (for 60 credit hour program). Variable textbook and readings cost additional.

Payment

The University accepts all major credit cards (including MasterCard and VISA), personal checks, and bank drafts. Some students may be eligible for student loans through financial assistance loan programs and should contact the Financial Aid office at ext. 1208 for more information.

Applies to all University of St Augustine for Health Sciences Students

FINANCIAL ASSISTANCE

For Financial Aid information see the [myUSA](#) portal Student Accounting tab. You do not need a username or password to access this tab.

Helpful hints:

If you are entering in the Fall term, you should begin the financial aid application process in June. If you are entering in the Spring term, you should start the process in October. If you are entering in the Summer term, you should start the process in February.

Write down your usernames and passwords and store them in a safe place.

More FAQ's are located on the "Virtual Financial Aid Office" (VFAO) website (<https://usa.vfao.com>).

Contact Donna McCutchan at dmccutchan@usa.edu, or 800-241-1027 ext 1208 or Claudette Bogle at cbogle@usa.edu ext 1241 for additional information.

REGISTRATION AND START OF CLASSES:

On Campus students only:

All new students are required to attend orientation and registration. Returning students who are not paying tuition by a loan or a pre-authorized credit card are required to attend registration on the day before classes begin each trimester. Dates for new student registration are posted on the Academic Calendar (see Entry-level section pages 78-81). Students who do not attend registration without making prior arrangements to pay tuition will be assessed a \$100.00 late registration fee. Loan refund checks will be available after each trimester begins. Dates and times for check distribution **WILL BE** posted. All students are required to provide proof of APTA, AOTA or ASOPA membership and proof of medical insurance every term.

Registration activities include orientation for new students, payment of tuition, submission of vehicle registration information required for parking decals, submission of medical information required by the clinical education office, preparation of student identification photos, ordering lab coats, etc. As part of the registration process, each new student will be asked to endorse the following registration forms: student information form, grade posting authorization, informed consent form, parking policy, liability release, release for photos, and Student Handbook acknowledgement.

Flex/MOPA students only:

You will be "block" registered by the University Registrar for the regularly scheduled courses each term, once your tuition and fee payment is received by the University. If you are not following the planned curriculum schedule, your advisor will work with you and the registrar to register you for the appropriate classes. You will be placed in the registered online courses and sent an email with your password and user name that will allow you to access your courses on the first day of classes (usually about noon of the first day of the term). All students are required to provide proof of APTA or ASOPA membership every term.

The Flex and MOPA Students are required to attend Orientation, which occurs on the morning of the first weekend lab. The dates for the weekend labs are located on the lab schedule found on [myUSA](#) portal Flex and MOPA tabs.

Distance Education students only:

Students register for coursework online, by phone or by faxing to (904)-827-0069 a completed registration form. To register online: login to the [myUSA](#) portal Distance Education tab. From there you will be able to register for coursework or Continuing Education seminars by selecting the appropriate link. Registration for the transitional and post-professional credit courses is conducted on an ongoing basis. If you need assistance regarding coursework, consult your program's Administrative Assistant.

Applies to all University of St Augustine for Health Sciences Students

TUITION PAYMENT:

Campus-based / Flex / MOPA Students:

Students may pay tuition and fees for each trimester either by personal check, cash, or major credit card (VISA and/or MASTERCARD). Loan disbursements for existing loan programs are also accepted. The use of credit cards to pay for tuition will only be accepted when a current loan disbursement is not being utilized. Students who wish to pay tuition via credit card, who have received a current loan disbursement, need to secure a cash advance check issued by VISA and/or MASTERCARD. All tuition is payable in full on the registration date established for the applicable trimester.

After the first trimester, any tuition balance not paid at the time of trimester registration will receive at 10% late penalty and both tuition and late penalty must be paid in full no later than the close of business on the last day of the week in which classes begin. Students will be removed from classes after this point if not paid in full. The only exception is students whose financial aid has been delayed through no fault of their own.

Special Tuition for Students Performing Clinical Internships:

A special tuition payment policy applies for those students who will be performing clinical internships for the immediately upcoming trimester. These students are required to remit tuition and fee payments no later than a period of two (2) weeks prior to the beginning date of their clinical internship. In the case of those students receiving loans, a letter from the servicing agency indicating actual disbursement date is required on or before a period of three (3) weeks prior to the beginning date of their clinical internship. (Note: The tuition payment date for those students who will be pursuing clinical internships in any given trimester will be provided both in a separate memorandum to students as well as listed on the Academic Calendar). Students may direct questions regarding payment of tuition to either the Chief Financial Officer or an Accounting Assistant.

DHSc / EdD / OTD / t-DPT Students:

Students may pay tuition for each trimester/term either by personal check, cash, or major credit card. All tuition is payable in full by the registration date established for the applicable trimester/term. Students will not be allowed to begin a course without paying for it in full, even though a loan might be disbursing at some future point. Any loan disbursements received will then be refunded to the student.

Applies to all Students:

All personal checks accepted in payment of tuition may be processed twice, once upon receipt, and, if not cleared, once more. If such check is not approved for payment by the bank because of insufficient funds or other circumstances which do not allow clearance, it will be returned to the issuer along with a \$30 service charge imposed by the University to cover handling and service fees. This service charge will be imposed each time the check is not approved for payment by the bank. **THERE ARE NO EXCEPTIONS TO THIS POLICY.** Any subsequent tuition payments made by the student for the trimester/term in question must be made in the form of a certified check or bank money order before acceptance by the University.

TUITION REFUND:

If you must drop or withdraw from a course or program, policies regarding refunds are outlined on pages 58 - 61 for all Entry-level programs and on page 114 for Distance/Online Education programs.

Applies to all University of St Augustine for Health Sciences Students

TEXTBOOKS AND COURSE MATERIALS:

Textbook Ordering:

Textbooks are the responsibility of the learner, not all courses require textbooks (refer to the course syllabus). Learners may order textbooks via telephone or over the Internet through EdMap, an online bookseller. You can contact EdMap by telephone (800-274-9104 / 740-753-3439) or online: www.usahealthsciencebooks.com. You may also go to your preferred local or internet bookseller to buy textbooks.

- **Payment:** EdMap accepts all major credit cards (Visa, MasterCard, Discover or America Express).
- **Delivery:** Textbooks are delivered via UPS: Ground, Second Day Air, or Next Day Air. You pay current UPS rate based on weight and where the package is being shipped. (FedEx and Priority mail are also available.)
- **Buyback:** You may sell books back to EdMap by calling the toll free number to determine the current value of the book. EdMap will send a check directly to you for the value of any books they purchase in buyback.

EdMap is the direct provider of course materials for University of St Augustine students. Please note that accuracy of your course materials can only be guaranteed if purchased through EdMap. The university is not a textbook vendor and therefore has no involvement in pricing, purchase or refunds. Textbooks refund policies may vary based on a variety of factors. Please verify the refund policy upon purchase via EdMap or other vendors.

Student Services provides a booklist to incoming first term students about 6 weeks prior to the start of classes.

myUSA PORTAL

myUSA is a Web Portal for the University of St. Augustine community.

The *myUSA* portal is accessible through the home page of the University website www.usa.edu. Click on **myUSA**, which appears on the upper right hand corner of the home page. Certain tabs (sections) of the portal are accessible to all while some require a user name and password.

You will use the *myUSA* portal to access grades, forms, update your personal information, view your schedule and financial account information, utilize library resources, register for distance education courses, order transcripts, and much more.

If you have **forgotten your password** (you need to know your username) please follow the instructions below.

Please do the following;

1. Click on *myUSA* (upper right hand corner of www.usa.edu)
2. Enter your username and click the “I forgot my password” link
3. Click on “Send new password”
4. A new password will be sent to the email address the University has on file. If you do not receive the password, you will need to verify your email address with the Student Services office.
5. After you receive the new password, log on to the *myUSA* portal and click on “Personal Info”. Click on the Password tab and then reset your password to something secure that you can easily remember.
6. Lastly login one more time to verify that your new password is working.

Applies to all University of St Augustine for Health Sciences Students

STUDENT ID'S

On Campus, Flex and MOPA students will receive a student identification badge that includes the student's photograph, name, and year of enrollment. Photographs may be taken on interview day or during new student orientation/registration. Identification badges must be worn while on University property or while engaged in any University related event. The university charges a fee for all replacement badges.

Distance Education

Students on campus for a seminar/residency will receive a temporary name badge on the first day of the seminar/residency that will give them access to the campus for those days only. Distance Education students may request a student identification badge that includes the student's photograph and name. To request a badge please email your program administrative assistant along with a passport-type photo. Please note badges for Distance Education students will only enable you to access the university's library. When the badge is complete and ready for pick up your program administrative assistant will contact you by email. All students will need to pick up their badge in the Wellness Center during business hours and provide a photo ID for verification. Identification badges must be worn while on University property or while engaged in any University related event. There is a fee for a replacement badge. Students (OTD, Transitional-DPT, EdD, and DHSc) visiting campus that are not attending a seminar/residency or do not have a student identification badge will need to stop by the lobby and sign in as a visitor.

PASSWORDS (EdD, DHSc, OTD and Transitional DPT)

Once you have signed and returned the Enrollment Agreement Form that you received with your acceptance letter, the Administrative Assistant from your program of study will send an orientation packet containing information regarding your specific program including password information.

Please note that you should have two (2) sets of usernames and passwords:

1. Student information *myUSA* (portal) username and password allows you to access your online courses, print out your financial information for tax purposes, grade reports, unofficial transcripts, etc.
2. University of St. Augustine **online Library Catalog** (this password does not get you into the course platform file library that is obtained from the syllabus of each course). This username and password enables access to the Library Catalog only, not the full text journal databases or the A-Z Journal Locator. Please see the information about these resources on the *myUSA* portal Library tab for details on how to access them. If you have misplaced your Library Catalog username and password that was issued to you from the library, please email librarian@usa.edu for assistance.

Applies to all University of St Augustine for Health Sciences Students

LIBRARY

For full details regarding Library services and resources (including Library hours and contact information), please visit the [myUSA](#) portal [Library](#) tab.

The University Library consists of three physical branches – one at each campus – in addition to online resources including databases, journal subscriptions, recommended websites, and tutorial videos.

BOOKS AND MORE

Search the online Library Catalog (<http://usahs.softlinkliberty.net/liberty/libraryHome.do>) to find out what materials (including books, journals, DVDs, bone models, and equipment) the Library holds. All students have access to Library materials, regardless of campus or location.

Distance education students and students away on internship may request that Library materials be mailed to their home or work address. Likewise, borrowers at one campus who would like access to materials at another campus may request that Library materials be mailed to their campus Library. For full details on either of these services, please see the “USAHS Library Circulation Procedures” on Library Policies and Procedures through the [myUSA](#). [Library](#) tab.

Material Due Dates

All borrowers are responsible for keeping track of the due dates for materials they have checked out. Please see the “About the Library” section on the [myUSA](#) portal [Library](#) tab for the most up to date information on loan periods for the various types of Library materials. The most convenient way to keep track of due dates is to log in to the Library Catalog online with an individual user name and password (assigned at the beginning of each student’s first term) and view the “Current Loans” section.

Borrowers may also renew items online using this method. Renewals are unlimited; however, if another borrower has reserved an item (i.e. there is a waiting list for an item), or if the Library considers the demand for an item to be high, that item cannot be renewed. Additionally, all materials must be returned to the Library at the end of each academic term. Borrowers may also renew items by phone, by email, and in person. Please the [myUSA](#) portal [Library](#) tab for details.

If an item is not returned or renewed by its due date, borrowers may receive email notices from the Library informing them of the late materials. These notices are courtesy notices and borrowers should not expect a reminder every time they keep an item past its due date. Receipt of these email notices is contingent on an up-to-date, accurate email address on file in the Library system. Borrowers should make sure their email address is correct by logging into the Library Catalog and confirming the information in the “About Me” section.

Students in the Flex or MOPA programs, who have borrowed models, treatment tables, or other learning tools other than books, must return the borrowed item(s) to the library prior to their departure on the last day of the lab weekend. Flex or MOPA students who live near campus (i.e. within half an hour) may email librarian@usa.edu to request a change in their circulation status. Students who notify the library of their in-town status will have renewal privileges on all library materials.

Flex/MOPA students should consult with the Library staff for clarification if there are any questions.

Overdue Fines

The Library charges fines for Library materials returned after their assigned due dates. Borrowers are responsible for paying these fines in a timely manner. The Library fines are as follows:

Bones:	\$2.00 per day overdue
Circulating Books:	\$0.25 per day overdue
Clipboards:	\$0.25 per day overdue
Compression Wraps:	\$1.00 per day overdue
DVDs/Videos/CDs:	\$1.00 per day overdue
Equipment (including Treatment Tables):	\$5.00 per day overdue
Goniometers:	\$1.00 per day overdue
OT Assessments:	\$1.00 per day overdue

Applies to all University of St Augustine for Health Sciences Students

For full details, please see the “USAHS Library Policy on Fines” on the Library Policies and Procedures page on the *myUSA* portal Library tab.

ONLINE DATABASES/JOURNAL SUBSCRIPTIONS

Through the University website, students have access to several online databases that provide either full text access to journal articles, citations for journal articles, or both. Students may also use the online A-Z Journal Locator to access the full text of journal articles. For more information on using Library resources to find journal articles, please see the “Tracking Down Evidence” handout available on the Finding Journal Articles page on the *myUSA* portal Library tab or contact the Library.

INTERLIBRARY LOAN

Interlibrary loan (ILL) is a service through which the University Library can obtain copies of books and journal articles from libraries throughout the world. (**NOTE:** Due to the loan restrictions of lending libraries, only borrowers who are able to pick up and return ILL books at the Florida campus Library can request books through ILL. Anyone may request journal articles). Students who do not live near a University campus may also use this service to request photocopies of journal articles to which the Library has print access, but not online access. Any University of St. Augustine student, faculty, or staff member can request materials through Interlibrary Loan.

The time to receive an article depends largely on the materials requested. Generally, most items arrive at the University of St. Augustine Library within 1-3 business days, many within 24 hours. However, some items may take longer. Plan ahead if you need material not owned by the University.

To request an article:

- Fill out the online ILL form (within the A-Z Journal Locator)
- Email your request to librarian@usa.edu (Florida, Texas, and distance students) or SanDiegoLibrary@usa.edu (California)

For more information, please visit the Library website.

COMPUTER LABS

Each campus library includes computer terminals for student use. The computer labs are open whenever the libraries are open. Please check the Library website for specific hours. Additionally, all campuses provide wireless Internet access that students may access using their own computer or other device.

PHOTOCOPYING/COPY CARDS

All campuses of the University of St. Augustine Library offer photocopiers and printers for student use at a cost of \$0.10 per black and white page and \$0.25 per color page. For the specific rules and procedures at your campus, please ask in the library.

DISTANCE/ONLINE EDUCATION

PURPOSE OF DISTANCE/ONLINE EDUCATION: It is the intention of this university to offer online coursework that will parallel the mission and philosophies of the universities programs. We aim to provide a program that is unique to the health care education of physical and occupational therapists and orthopaedic physician assistants while at the same time maintaining uniformity in content and presentation.

PHILOSOPHY OF DISTANCE/ONLINE EDUCATION: The University of St. Augustine intends to provide a delivery method of education that not only excels in quality, but is unique in performance. We aim to provide an education that facilitates rich learning environments, that includes opportunities for acquiring basic and advanced skills, knowledge, conceptual understanding and relevance to the health and clinical sciences. The education provided should not function as an isolated dimension of intellectual activity, but as contributions to learners' development of strong identities as individual learners and participants in meaningful social and educational practice.

DISTANCE EDUCATION CORE VALUES

- Develop and Provide a Rich Curriculum
- Facilitate Interactive Learning
- Utilize High Quality Faculty
- Use of High Quality/User Friendly Platform

METHODS FOR DELIVERY OF ONLINE EDUCATION COURSES:

The University of St. Augustine will offer a variety of formats in educational delivery. Below is a summary of such offerings:

1. **Pure Online Course** - This course format offers content that is delivered purely online. Most often you will have scheduled interaction with an experienced faculty member as well as your other classmates. Occasionally a pure online course may offer you the opportunity to work at your own pace and interact only with your assigned faculty member.
2. **Combination Laboratory/Online course** - This course format offers lecture-type materials in an online format with weekend laboratory sessions in a face-to-face (traditional) format. In many cases the online course materials will be reviewed prior to attending the weekend laboratory sessions.
3. **Traditional Lecture/Laboratory** - Course may be delivered in an exclusively live format (not online).
4. **Seminar/Online** – This means you will need to first attend a seminar. The most up-to-date seminar calendar is available under Continuing Education on the University's website www.usa.edu. You will be able to see when and where seminars are being provided. Secondly, after attending the seminar, you will need to complete the online course that corresponds with the seminar you attended. These courses are 10 weeks long.
5. **Residency** – These courses require you to be on-site. Being a distance education program, we keep these to a minimum.
6. **Blended Learning** – This format offers materials in both online and face to face (traditional) format.

POLICIES

ACADEMIC FREEDOM

Academic freedom is a cherished principle in higher education. At the University of St. Augustine, academic freedom is the right of faculty members to express their professional opinion regarding the content of the course they are teaching, as long as they are measured against the intellectual standards of relevant professional disciplines. It should be remembered that the content of courses often build upon one another and this course content is coordinated to achieve the desired goal of meeting professional accreditation and national licensure subject matter. Faculty have the freedom in the classroom to discuss academic subjects, selecting instructional materials, and determining grades. Likewise, students should have the opportunity to study a wide spectrum of ideas so they may acquire critical thinking skills. We must never lose sight that our students are seeking guidance, not confusion. While they wish to know what to do in every single circumstance, we know they are better prepared if we teach them the skills and give them the content that will enable them to personally find their answers. In the development of knowledge and creative activities, the faculty and student body is free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence.

However there are limits to academic freedom. The courts have decided that free speech does not extend to shouting “fire” in a crowded theatre. Likewise, academic freedom, the right to express ones personal views, has its limits and carries with it a measure of responsibility. By all means, faculty may express a different viewpoint about a professional topic, but it should be clearly expressed as a personal viewpoint. Faculty may not subject students to personal views and opinions concerning matters not related to the course of instruction itself. It is necessary that faculty conduct themselves accordingly with due respect to the welfare of this university and the professions we represent. It is also necessary to ensure consistency within an integrated curriculum and when teaching various sections of the same course/seminar. The philosophy, programs, faculty, and administration of the University are not perfect, and helpful suggestions and constructive criticism can assist all, but public displeasure of university philosophies or practices have no place in our organization.

It is important for faculty to know that they can initiate changes and have a number of avenues with which they can work for change. Both on-campus and distant faculty may speak (or write) to their program director. Your support is needed and your ideas and suggestion will be treated with the respect and consideration they deserve. On-campus faculty may bring the issue to one of the weekly faculty meetings. On these occasions they may work for change by presenting a motion or by asking to form an ad-hoc committee to examine the concerns.

DIVERSITY

The University of St. Augustine for Health Sciences recognizes its continued success in meeting the needs of our students, staff, and faculty requires the full and active participation of talented and committed individuals regardless of their gender (including gender identity and gender expression), race, color, religion, medical conditions, genetic information, disabilities, age, or sexual orientation.

We aim to support diversity when the University recruits, retains, and taps the full potential of students and employees at all levels and is diverse enough to:

- support admission to students regardless of gender, race, ethnic origin, age, disability, or sexual orientation
- eliminate biases that may be in the classroom, the externship site, and the workforce.

While diversity primarily revolves around issues of discrimination based on race, gender, and disabilities, we can neither define nor limit diversity solely by these factors. Instead, the University believes that diversity encompasses the way we work, the work environment, and respect for people and ideas. By fostering an atmosphere of acceptance and support, we value and appreciate the strengths afforded by the differences, styles, ideas, and organizational contributions of each person. For it is through diversity that our institutional core values and mission can best be met.

Applies to all University of St Augustine for Health Sciences Students

Diversity extends to age, personal and work history, education, functional ability, personality, lifestyle, socioeconomic background, geographic origin, longevity with the organization, employment status, degree program matriculation, and level of employment within the organization. It also encompasses varying management styles and ways of thinking, leadership abilities, skill levels, experiences, viewpoints, expression of thoughts and differing ways of delivering services provided there is consistency in the values we share. The University supports faculty who offer diverse clinical expertise and approaches to patient management as a way to promote health science professional curricula that allows graduates to work with a diverse client population.

Diversity is inclusion. It stresses equal opportunity, recognizes and respects the multitude of differences that employees and students bring to the workplace and classrooms. Diversity acknowledges the changing “face” of the community we serve. The affirmation of diversity and full cooperation by all managers, supervisors, employees and students is expected.

ACADEMIC POLICIES AND PROCEDURES

TRANSFER CREDIT REQUEST

Transfer of graduate credits previously earned from another accredited degree granting institution is limited to 15% of the total number of academic credits for the degree. Transfer of credits within the University is determined on a case by case basis. Transfer credit will in most cases be approved for graduate coursework awarded by schools, colleges, or universities, that have recognition from CHEA (Council for Higher Education Accreditation), and the US Department of Education.

Acceptance or rejection of transfer credit is subject to the following provisions:

- The course(s) should have been completed within five (5) years preceding admission to the program but the applicant may petition to the Program Director for an exception to this time limit.
- The course should have been completed with a grade of B or better. Courses having a B- or below will not be transferred.
- The course must be listed on an official transcript sent directly to the Registrar by issuing institution.
- The Program Director, in consultation with the appropriate course instructor(s), will review the transfer course syllabus to verify that its contents match those of the program’s course. The Program Director will then notify the Registrar of the decision.
- The course number and name of the course requested for transfer should reflect the content of the course it is replacing. Additionally, if the course requested for transfer will replace an elective, the content should be closely aligned with that of the curriculum and its potential electives.
- In cases where a course from a Master’s program is being requested for transfer into a doctoral program, consideration should be given to rigor and content and further documentation may be requested.

The process for requesting transfer credits is as follows:

- The student completes a Request for Acceptance of Transfer Credit Form found on the [myUSA](#) portal [Admissions](#) tab and submits to the Registrar.
- Requests for approval of transfer credits may be submitted within the first four (4) months after acceptance into the program or at least two (2) months before the start of classes for the trimester.
- The Registrar will notify the student if the request for transfer credit is approved and will post any transferred credit to the permanent academic record at that time.
- There will be a \$75.00 charge per course for the transfer review process.

ADVANCED COURSE STANDING BY EXAMINATION

Based on previous academic coursework earned from another accredited degree granting institution or another program within the University and/or work experiences, a student may be granted advanced standing for a particular course after passing an examination on the contents of the course. The examination may be written or practical or both and there is a cost associated with each exam. A

Applies to all University of St Augustine for Health Sciences Students

maximum of 20% of the total number of credits for the degree may be granted for advanced standing. The granting of advance standing by examination is independent of the granting of transfer credit.

Approval for advanced course standing is subject to the following provisions:

- Documentation supporting the reason for requesting advance course standing by examination. Supporting documentation may include transcripts showing applicable courses for credit, course descriptions, syllabi, continuing education courses/seminar descriptions and proof of completion, and work experience.
- Passing a challenge examination to verify competency in the particular subject matter. A student has only one attempt per course to pass the challenge exam. If the student fails the exam, the student must take the course in its entirety. The passing grade will be the same as the passing grade stated in the syllabus for the course in which advance standing is being requested.

The process for requesting Advanced Course Standing by Examination is as follows:

- The student obtains a request form for Approval of Advanced Course Standing by Examination found on the *myUSA* portal Students tab and submits it to the respective Program Director with appropriate documentation.
- Requests for approval of Advanced Course Standing by Examination must be submitted at least two (2) months before the start of classes for the trimester.
- In consultation with course instructors, the Program Director will review the request. If approved, the Program Director will notify the Registrar and a test time and date will be set up for each challenge exam. If the Program Director with consultation of the course instructor(s) concludes that the student's previous coursework and experience are inadequate for passing the challenge exam, they may encourage the student not to seek advanced course standing or to take some type of remediation before taking the challenge exam.
- The Registrar will notify the student if the challenge exam has been passed and will post the course and its credits to the permanent academic record at that time.
- There will be a \$75.00 charge per course for the Advanced Course Standing review process.

EXAMINATIONS

Each course syllabus describes the types of exams given, exam dates, and how exams are used to calculate the final course grade. Each course will have a final examination unless otherwise announced by the instructor.

For entry-level students' special early examinations given to individual students or groups of students as substitutes for final examinations are prohibited. Final examinations are to be given on the day and time scheduled during the final exam period, unless there is prior approval from the Program Director. When a final examination is given, each student is required to take the examination.

Policy and Procedures for Examinations

1. Conduct of Written/Online Proctored Examinations

- Written examinations will be proctored and some online courses will require that an exam be taken under the supervision of a proctor.
- Examinations will begin and end promptly as scheduled.
- After the start of the examination, any student who wishes to leave the examination room will turn in his or her examination and ScanTron form and will not be permitted to re-enter unless there are extenuating circumstances.
- If the faculty member permits work paper to be used, it will be distributed during the examination period by the faculty member. All work paper will be returned to the proctor with the examination and ScanTron form.
- Books, other study material, book bags, and purses must be placed at the perimeter of the examination room or left outside of the examination room except in the case of an open book exam.

Applies to all University of St Augustine for Health Sciences Students

- Cell phones should be stored in book bags or other secure locations and should be turned off or ringer off.
- It is recommended that the student complete the examination on the test and then transpose the answers to the ScanTron form. This may also reduce the risk of transcription errors; students are responsible for transcription errors. Students are encouraged to move to questions they know and to return to questions they are not sure of later.
- Some written/online exams will be taken off campus (applies to Distance Education, MOPA and Flex students only) in your local area, each student will be required to identify an appropriate person who will be physically present with the student while he/she is completing the examination to serve as the proctor.
 - Guidelines for selecting a proctor are:
 - A proctor **MUST** be available during the evenings and on weekends;
 - A staff member, educator, administrator in an educational institution, military education center, or independent testing center;
 - A librarian or library testing center staff member;
 - A proctor **CANNOT** be a relative, personal friend, employee, co-worker, student, spouse or significant other.
 - Complete the Proctor Request Form* and submit it to the university. The university reserves the right to deny or terminate a proctor at any time, for any reason.
 - For Flex/MOPA students – the Proctor Request Form **MUST** be turned in at the beginning of each trimester to your Flex/MOPA administrative assistant.
 - The student will arrange a testing location with the proctor. The date and time of the examination will be determined by the course instructor. It will be necessary to assure this proctor is available for the stated time and day of the exam and that you will have a quiet testing area.
 - A picture ID must be presented to the proctor prior to testing.
 - All other examinations rules stated in this section apply.
- Attempts to gain answers to an exam or provide answers to fellow students is considered unprofessional and subject to disciplinary action (see Academic Integrity Policy, in this handbook).

* Proctor Request forms are located on the [myUSA](#) portal under individual programs.

2. Written Proctored Exams

- Student will provide their own No.2 pencil
- It is recommended that the student complete the examination on the test and then transpose the answers to the ScanTron form. This may reduce the risk of transcription errors.
- Students are encouraged to move to questions they know and to return to questions they are not sure of later.
- Examinations will be sent directly to the proctor and will be returned to the University by the proctor.

3. Online Proctored Exams

- Examinations will only be available after the student returns the completed proctor request form to the University.
- Once the student has completed the exams the proctor will sign the Proctor Completion Form and return it to the University.

4. Online Examinations (non-proctored)

The purpose of the online examination is for students to determine their overall comprehension and application of the course content. Working together on an examination is considered cheating (see Academic Integrity Policy, in this handbook). Instructors have been trained to detect cheating and the platform can also provide information to the faculty and staff in regards to cheating. Please use the online examination as a method for improving the learning process.

Applies to all University of St Augustine for Health Sciences Students

Most examinations are timed. You will not have time to check answers in textbooks. Enter the test knowing that you are prepared to take this exam just as you would in a classroom, proctored setting. Be sure you have adequate time to complete the test and a quiet, distraction-free environment for test-taking.

Once you begin the test you will not be able to leave it until you have completed the entire test. In other words, you cannot start the test, take a break and then finish it later. If you do exit the exam without completing all test questions, you will receive no points for the questions left unanswered. The exam is scored automatically by the computer and you may go to your grade book for your score. Once the exam is “unlocked” by the instructor, you will be able to re-enter the exam to review correct and incorrect answers.

In some instances a re-take test may be allowed or issued, if you perform poorly on an examination or if you had a “computer glitch” while taking the examination, please contact your online instructor about the possibility of a retake.

For Entry-level Students

1. Policy for Changing an Exam Date

Every attempt should be made to adhere to the exam dates as listed in the syllabus, course schedule or stated as a class announcement. In the event that a faculty member needs to change an exam date, he/she should give an explanation to the students and provide at least two (2) options for rescheduling the exam. The class votes on the best option and majority rules. If the students request an exam change and the course instructor approves the request, then the proposed change is voted on anonymously by the class and 100% of the class must agree before a change is allowed.

2. Review of Examinations during the Trimester

- A review is to advance learning and is not a mechanism to obtain a higher grade.
- All written examinations will be reviewed at the earliest possible opportunity.
- This review will be part of a regular class period and will last a maximum of one class period.
- Students will receive their individual scores before or during this review period.
- No questions will be reviewed with an individual student during this review.
A sample examination review is as follows (Note: the actual examination review mechanism is at the discretion of faculty):
 - a. The examination booklet and the answer key are given to the students at the time of the review.
 - b. Students then review the examination individually and endeavor to understand the questions that they answered incorrectly. The use of notes, books and tape recorders is at the discretion of the individual faculty member.
 - c. If the student is unable to understand why an answer is incorrect, he or she enters that question number on the top front of the exam. The student is then encouraged to offer support for his or her choice of answer. Exam booklets are collected at the end of the review.
- Subsequent to the review, the faculty member will reconsider the questions identified on the exam and adjust the key where appropriate and notify the students.
- Further review may be remitted by the faculty at their discretion upon request by the student.
- Students lose the right to review the exam if they have an unexcused absence on the scheduled date for the review.

3. Final Examination Review

- An opportunity to review a final examination is up to the course instructor.

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- The course syllabus should state whether the final exam can be reviewed.
- The mechanism used to review final exams will be determined by the course instructor.
- The review of final exams must be completed prior to the second Friday of the following new trimester.
- Review of final exams is to advance learning. It is not a mechanism to obtain a higher grade.

4. Practical Examination Policy for University Courses

A minimum of 80% proficiency is required on all clinically-related practical examinations. Safety requirements must be met at a 100% competency level. The practical examinations require the student to meet both safety and technical skill performance competencies. If a student does not perform in a safe manner, the student will receive an “F” grade for the practical examination; if the student earns less than 80% on the technical skill performance, the student will likewise receive an “F” grade for the practical examination. In either case, the student must retake the practical examination. The student must meet both safety (100%) and technical skill performance competencies (80%) to pass the practical re-take.

First Retake Practical Examination PROCESS:

- a. It is the student’s responsibility to contact the faculty instructor within 24-48 BUSINESS hours of failing the exam to receive instructions on how to write a plan of remediation.
- b. The student is required to submit a written plan of remediation TO THE FACULTY INSTRUCTOR that will effectively prepare the student for their first retake practical examination.
- c. The faculty instructor will review and approve (via email, phone text, or written signature) the student’s remediation plan.
- d. The highest grade awarded for passing the 1st re-take practical examination will be 75%. The faculty instructor will notify the student’s advisor regarding their current status and academic remediation plan.
- e. A student who receives an “F” on the first retake practical examination is required to follow the steps below:

Second Retake Practical Examination:

1. The student will contact the faculty instructor within 24-48 BUSINESS hours of failing the first retake practical exam to determine a revised remediation plan.
2. The student is required to submit to the faculty instructor a written revised remediation plan that will effectively prepare the student for their second retake practical examination.
3. If the student remediation plan is not approved by the faculty instructor and the student’s progress could affect the clinical education office, the faculty instructor will notify the clinical education office.
4. The faculty instructor will review and approve (via email, phone text, or written signature) the student’s revised remediation plan.
5. The student will then submit the approved remediation plans (both the original remediation plan and the new revised remediation plan to the APRC recorder (administrative assistant).
6. The APRC will gather appropriate past academic data that could help provide insight for the approval process.
7. The APRC will review and approve that the **student’s remediation process** (following steps 1, 2, 3, 4 above for both retakes) has been met.

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8. The APRC will review and approve that the faculty's remediation process (following steps 1, 2, 3, 4, above for both retakes) has been met.
9. If the APRC approves the remediation process, the APRC Chairperson will send an approved email to the student, faculty instructor and faculty advisor for progressing forward with the second practical exam retake.
10. When the remediation plan and process have been approved, the practical retake exam is required to be taken before the next scheduled exam of the course or before the last day of final exams (unless otherwise permitted by the faculty instructor).
11. If the APRC does not approve the remediation process the APRC Chairperson will send a rejection email to the student, faculty instructor, faculty advisor and program director. This rejection email will include the APRC criteria for disapproval, and the APRC requirements for remediation process approval. The student should resubmit their remediation plan to the APRC RECORDER, program director, faculty advisor and faculty instructor after the remediation process has been met.
12. The 2nd retake exam will not be allowed until the remediation plan is approved by the faculty and the remediation process is approved by the APRC.
13. If the student takes the 2nd retake practical examination and receives an "F" on this second retake, the student will **receive a "D" or "F"** for that course.
14. *If* the student passes the second practical retake (100% safety, 80% technical skill performance), the highest grade awarded on the 2nd retake practical examination is 70%. All practical exams must be completed by the date grades are due as published on the Academic Calendar (see page 84-87). If the student has any concerns about the remediation process or plan, they can contact the chairperson of the Academic Progression and Retention Committee for appropriate council.

5. Make-Up Examination Policy

- Absences from an examination as a result of a medical condition and supported by a physician's letter will be adjudicated by the faculty member(s) responsible for the course. Faculty may either schedule a make-up examination or excuse the student from the examination without penalty.
- Absences from an examination due to non-medical circumstances will also be adjudicated by the faculty member(s) responsible for the course. Faculty may allow a make-up examination, excuse the student from the exam without penalty, or give the student a zero grade for the examination. This zero will be averaged with the grades obtained for all other examinations for this course.

GRADING SYSTEM

Academic degree programs use a 4.0 scale to calculate grade point averages (GPA).

LETTER GRADE	GRADING SCALE	QUALITY POINTS
A	90 - 100	4.0
B+	85 - 89	3.5
B	80 - 84	3.0
C+	75 - 79	2.5
C	70 - 74	2.0
D+	65 - 69	1.5
D	60 - 64	1.0
F	< 60	0.0

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The entry-level curriculum is divided into *Foundational Sciences Courses* (anatomy, physiology, pathology, biomechanics, neuroscience, and pharmacology); and *Professional Courses* (all other course).

The written portion of all courses (both Foundational and Professional) in the entry-level programs use the same scale for grading.

The laboratory portions of the entry-level professional courses are graded on the same scale from a minimum of 80% to a maximum of 100%.

An entry-level student must earn at least an 80% on the laboratory practical and 100% on all safety issues to pass the practical examination in professional course. Refer to each course syllabus for additional information on grading criteria.

The actual weighting of the percent of the final course grade based upon the written and practical portions is at the discretion of the instructor in the entry-level programs. The weighting of the written and practical portions will be printed in the course syllabus.

Some courses in the entry-level programs (for example, internships, practicum's, and seminars) are given Pass/Fail designations as determined by the instructor.

The quality of work done by students is indicated on the transcript by the letter of the alphabet as follows:

AU	Audit	NG	No Grade Reported
F	Fail	P	Pass
I	Incomplete	W	Withdraw

The grade of “**I**” (Incomplete) is used if, for reasons acceptable to the instructor(s), a student has not completed required work within a course by the end of a term. This is not used as time granted for extra credit work to raise a failing grade. The length of time granted for the completion of the requirements of the course is one additional trimester (15 weeks) after which the “**I**” grade will be changed to an “**F**”, if the coursework has not been completed. Upon successful completion of the requirements, the student would be assigned a letter grade by the instructor. If the “**I**” is assigned a grade of “**D**” or “**F**” the appropriate action will be taken per present written policy on academic standing.

The grade of “**W**” (Withdraw) is used only to denote that a student withdrew (or was withdrawn) from a course or from the University prior to the deadline for dropping a course as specified on the academic calendar. **Campus Based:** The withdrawal date is approximately 9 weeks into the trimester (one week after mid-term grades are given) and is specifically noted on the academic calendar. (Special dates are listed for the 4th trimester entry-level campus based physical therapy students going out on internship). A student cannot have more than one **W** in any course. After two (2) program **W**'s the student will be notified by the registrar and reminded of the policy. A third (3rd) program **W** must be approved by the instructor and the faculty advisor. A student requesting a fourth (4th) **W** will only be approved under extenuating circumstances by the APRC and program director. Students need to be in contact with the financial aid office when withdrawing from a course. All appeals throughout the course withdrawal process will be heard by the Academic Appeals Committee.

Distance Education: A student may drop the course up until the first complete week. The withdrawal date is one week after the course has started. A student cannot have more than one (1) **W** in any course, after three (3) program **W**'s a student will be referred to the Academic Progression and Retention Committee.

POSTING OF GRADES

Campus: The public posting of grades by the student's institutional identification number without the student's written permission is a violation of the Family Educational Rights and Privacy Act (FERPA). Accordingly, each student must have on file with the Student Service office a signed consent form permitting posting of his or her grades. This form will be provided to each new student at the time of registration. Students who refuse consent to grade posting will need to make arrangements with each of

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their course instructors to receive their grades. It is in the instructor's discretion to ask the student to await receipt of any grade until they have received official notification by the University.

The student is free at any time to withhold consent to posting of his or her grade or revoke a prior consent given by written notification to the Student Services office.

Final exam grades will be posted after students are through with all final exams. Final course grades are not posted. Final grades can be viewed on the *myUSA* portal Students tab.

Online Courses: All grades for the online course assignments will appear in the online grade book located in the course platform. At the time of course completion, the final grade will be transferred to the university record system and become a permanent part of the student's transcript. **Grades cannot be given out via email or telephone.** This posting of grades follows the Family Educational Rights and Privacy Act (FERPA). Students are responsible for monitoring their final grades through the *myUSA* portal.

Accessing Grades:

Through the *myUSA* portal Students tab, you can access grades print your unofficial transcript and grades, access/change your personal student information and keep track of all of your current course information. It is very important that you keep this information safe and secure.

Grade Changes

A student has the right to appeal a grade received for a course within the first week of the subsequent term. The request must be made in writing to the course instructor. If the course instructor approves a grade correction, a Grade Change Form must be completed by the instructor and submitted to the respective Program Director. Upon the Program Director's approval, the Registrar will record the corrected grade in the student's academic record and a revised copy can be viewed by the student on the *myUSA* portal.

If a grade change is initiated due to an administrative error in posting of the grade, a Grade Change Form must be completed with documentation as to the nature of the error and submitted to the respective Program Director. Upon the Program Director's approval, the Registrar will record the corrected grade in the student's academic record and a revised copy can be viewed by the student on the *myUSA* portal.

If the instructor denies an appeal for a grade change, the student may make an appeal to the Program Director (see Academic Evaluation and Right of Appeal).

Coursework Due Dates:

All work is due by the scheduled due date at the end of the term for which you are registered. If the work is not submitted for grading by the due date, an "I" (incomplete) will be recorded on your transcript.

Repetition of a Course

On occasion, a student may be required to repeat a course. Under such circumstances, the highest grade that is achieved is counted towards the cumulative GPA.

A student who receives a "D" in any course (or an "F" and has been readmitted), must repeat that course in its entirety. The student may be permitted to take **two (2)** additional courses as long as there are no schedule conflicts and all pre-requisite and co-requisite conditions are met, up to a **maximum** of 12 credit hours (full-time) and 10 credit hours (Flex Program). A student may take three (3) additional courses only if additional credit hours are needed for the student to retain financial aid up to 12 credit hours (full-time) and 10 credit hours (Flex Program). Under **no circumstances** will a student repeating a course be permitted to take more than 12 credit hours (full-time) 10 credit hours (Flex Program) or take courses where there is a schedule conflict. Students who must repeat a course **should not** expect to graduate with their entering cohort. Please check with the Financial Aid office regarding tuition.

Audit of a Course

Auditing of a class is permitted, with approval of the Program Director. Auditing of a class requires payment of full tuition for that course. The student who is auditing may not take practical exams and may not sit for written exams or quizzes.

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Trimesters/Terms:

University coursework is posted in student records according to the term (usually a trimester) in which all requirements for the course are completed. Academic credit coursework (cohort based) is generally scheduled on a trimester basis. Trimester periods consist of approximately 8-15 weeks (based on the course) and begin the first part of January, May, and September.

Non-cohort or self-paced coursework can begin anytime and does not necessarily follow a trimester schedule. The length of a course is approximately 8-15 weeks (based on the course).

DEGREE COMPLETION*

Acceptance into the University and payment of tuition (on a trimester by trimester or course by course basis) is not a contract assuring that the student will graduate with the applied for degree. Graduation will depend on a satisfactory grade point average, professional conduct, and the satisfactory completion of the student's learner's contract, if applicable. This handbook and the course syllabi detail what is considered "satisfactory". See the University appeal process for dismissals and professional behavior issues.

* For additional information see individual programs.

CONFIDENTIALITY AND RELEASE OF STUDENT RECORDS

Student educational records at the University of St. Augustine for Health Sciences are governed by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations. FERPA affords students certain rights with respect to their education records including:

- The right to inspect and review the student's educational records within 45 days of the day the University receives a request for access. Students should submit to the Registrar or other appropriate official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request an amendment of the student's educational records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses educational records without consent to officials of another school in which a student seeks or intends to enroll. (Note: FERPA requires that the University make a reasonable attempt to notify the student of the records request).
- FERPA permits educational agencies and institutions to disclose, without consent, information from a student's education records in order to comply with a 'lawfully issued subpoena or court order'.

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- The right to file a complaint with the United States Department of Education concerning alleged failures by the University of St. Augustine for Health Sciences to comply with requirements of FERPA.

PRIVACY POLICY

The University of St. Augustine for Health Sciences (USA) is committed to respecting your privacy. The following Privacy Policy describes what information we collect from you and how we use this information. The University of St. Augustine for Health Sciences reserves the right at any time and without notice to change this privacy policy by posting such changes to our website. Any such change will be effective immediately upon posting.

Questions regarding this policy or comments concerning our website should be directed to the University of St. Augustine for Health Sciences by sending an email to info@usa.edu.

University website disclaimer

The USA website is intended for general informational purposes only. Information on this website is subject to change at any time and is no way binding or contractual. Please consult the current USA catalog or request the most up-to-date information from the appropriate office.

The USA website also includes links to other websites hosted by third parties. When you access any such website from this site, use of any information you provide will be governed by the privacy policy of the operator of the site you are visiting. These external links are not under the control of the University of St. Augustine for Health Sciences and therefore holds no responsibility for their content or changes made. Inclusion of these links does not imply endorsement of any product, company or service.

In no event will the University of St. Augustine for Health Sciences be liable for any claim attributable to errors, omissions, and/or other inaccuracies or content in the service and/or materials or information downloaded through, or hyperlinked from, this site.

Information that the University of St. Augustine Collects

The University of St. Augustine for Health Sciences collects two kinds of information on this website: (1) information that is voluntarily supplied by visitors to this site who request information or who register for coursework, and (2) tracking information that is automatically collected as visitors navigate through the site.

If you request information, you will be required to provide certain information including your name, contact information and the program in which you are interested. If you choose to register for a course, you will be required to provide certain enrollment information including your name, contact information, and payment information that we need to process your registration. Be assured that this information will only be used by USA to conduct official university business.

All USA web servers have appropriate safeguards in place to ensure security of all information we collect online. Furthermore, we use encryption when collecting or transferring sensitive data such as credit card information.

This site automatically recognizes and records certain non-personal information including internet domain, IP address, browser software and operating system, date, time and number of visits.

How the University of St. Augustine Uses This Information

If you choose to share personal information with us, we will not sell or give away that information except as required by law. Certain information must be saved for a designated period to comply with the University Records Retention policy, and may be released as required by law.

The University generates aggregate statistical reports on web usage to help identify which parts of our website are most heavily visited. We do not link IP addresses to any personal information. No personal information is ever provided to a third party except as required by law.

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Student Information and Records

As a University of St. Augustine for Health Sciences student, your educational records are governed by the Family Education Rights and Privacy Act (FERPA) and its implementing regulations.

You must consent to the release of any of personally identifiable information other than “Directory Information” to any person or agency, except to the extent that FERPA authorizes disclosures without consent. Your consent must be in writing, signed and dated. The consent must specify the information to be released, the reason for release, and names of the individual or agency to whom the information is to be released.

You have the right to withhold the disclosure of any or all of the categories of “Directory Information” as defined by FERPA including your name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

You have a right to file a complaint with the United States Department of Education concerning alleged failures by the University of St. Augustine for Health Sciences to comply with FERPA requirements. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

US Department of Education
600 Independence Ave., SW
Washington, DC 20202-4605

ASSISTANCE FOR STUDENTS WITH DISABILITIES

In accordance with the American with Disabilities Act (ADA), the University of St. Augustine for Health Sciences is dedicated to providing reasonable accommodations to any student with a documented disability. The University has developed a list of essential functions that a student must possess in order to successfully complete the occupational therapy, physical therapy and the orthopaedic physician assistant programs. This list is provided to prospective students as part of the application packet and to newly admitted students as part of the acceptance process. Each student must endorse that he/she has reviewed and understands the list of essential functions. If a student feels he/she is unable to meet any of these essentials, a request for accommodations must be made to the Disability Awareness Committee. To request reasonable accommodations, a student must complete the Reasonable Accommodation Request Form available through the *myUSA* portal Admissions tab. New **entry-level full-time and flex** students receive this form along with instructions for making a request once they have submitted their tuition deposits. New students should submit the completed form and appropriate documentation to the Chair of the Disabilities Awareness Committee no later than the first Friday of the trimester (**no exceptions**). The Committee will review the request and inform the student and all instructors involved in the student’s program in writing of its decision. The student will be asked to sign a form indicating his/her understanding and agreement of the accommodations.

It is the policy of the University of St. Augustine for Health Sciences to notify faculty during the second or third week of each trimester as to the specific accommodations approved for students who have been through the Disability Awareness Committee process. Faculty are to adhere to the accommodations as listed and are encouraged to seek clarification from the committee should there be a question about the provision of an accommodation. Should a student request something different than what is approved, the

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faculty member, advisor and/or program director should inform the student that only the approved accommodations will be provided. Should the student wish to alter the accommodation, he/she must make a request for changes in accommodations to the Disability Awareness Committee; the form is available through the *myUSA* portal Admissions tab. This policy holds true even if the request is to waive an accommodation such as extended time or a quiet environment.

Students with a disability should expect to maintain the standards that apply to all University students and request only the accommodations approved by this process. Being penalized for having a disability is unacceptable, as it is to expect more than reasonable accommodations.

Any discrepancy encountered by the student or faculty in the written accommodation plan should be brought to the Committee for review and action. At the end of the sixth trimester each student's progress will be reviewed as to their ability to perform safely and appropriately in a clinical situation. Students will be advised in writing of concerns regarding clinical performance.

COMPLAINTS

The University of St. Augustine (USA) is committed to providing a learning and working environment in which complaints are addressed fairly and resolved promptly. All complaints are taken seriously. The procedure for handling complaints encourages informal conciliation, facilitates early resolution, and maintains individual privacy and confidentiality.

This policy covers three general types of complaints:

- Student complaints
- Employee complaints
- Complaints from individuals or agencies outside the University.

This policy **does not** cover complaints about incidents related to harassment. Complaints of this nature should be directed to the Director of Human Resources.

A. Student Complaints

Types of Student Complaints

Students should utilize the following procedure for complaints about service, support, or assistance provided by academic, administrative or support departments of the University. Student complaints include academic issues such as instruction methodology, grading, testing, or assignments, or non-academic matters such as IT support, university services, facilities, policies, financial matters, etc. The following procedure **is not** for complaints regarding academic or non-academic appeals policies and procedures. Please refer to the Student Handbook for appeals processes.

Confidentiality

All information submitted as part of a student complaint will be treated as confidential and will only be available to the appropriate/involved parties. The student should also respect the need for confidentiality throughout the complaint process. A student who submits a complaint should be aware that complete confidentiality cannot always be guaranteed if effective action is to be taken. Where a complaint is in reference to a specific individual, the complaint cannot be investigated if the student does not wish the allegation to be made known to that individual. Anonymous complaints will not be considered.

Student Complaints Procedures

A student should discuss his/her concerns with the person(s) who is directly responsible (course instructor, staff member, etc.) in order to resolve the issue. Depending on the severity of the issue, a written record may or may not be drafted and placed in the student's permanent record.

1. If the complaint cannot be resolved to the satisfaction of the student, the student should discuss the issue with his/her Program Director. The Program Director will consider the complaint and attempt to bring the issue to a satisfactory resolution.

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- a. In certain situations, the Program Director may refer the complaint to an appropriate University committee. The respective Committee will consider the complaint and provide a written recommendation to the Program Director.
 - b. The Program Director will consider the Committee recommendation and notify the student in writing of the decision.
 - c. Written documentation regarding the resolution will be placed in the student's file and maintained for six (6) years past the student's last date of attendance.
2. After following the steps above, the student may submit a formal written complaint to the Grievance Committee.
- a. The complaint will be investigated by the Grievance Committee and a written response will be provided to the student.
 - b. The original written complaint, a copy of the response, and a description of any actions taken as a result of the complaint will be maintained on file for six (6) years past the student's last date of attendance.

B. Employee Complaints

This policy is intended to provide fair and prompt consideration to all employee complaints. The University encourages all employees to use the complaint procedure without fear of prejudice or retaliation and with the assurance that his/her confidences will be respected.

Types of Employee Complaints

It is the policy of the University to provide an effective and timely method for employees to bring forth workplace issues and concerns. These issues and concerns may include working conditions, performance, policies, procedures or problems with co-workers or supervisors.

Confidentiality

Human resources will keep all expressions of concern, the results of fact-finding and the terms of the resolution confidential. However, in the course of fact finding and resolving the matter, some dissemination to others may be necessary or appropriate.

Resolution

The University expects that employees will attempt to resolve their conflict directly with the other party. Unresolved conflicts may be escalated to their supervisor, or to human resources. If resolution cannot be reached at that level an employee may submit a written complaint to the Grievance Committee. The Grievance Committee will follow the same procedure listed above under Student Complaints Procedures.

Retaliation of any kind by an employee against another employee, as a result of that employee seeking resolution under these procedures in good faith, cooperating in an investigation, or otherwise participating in the process, is prohibited and may be the basis for disciplinary action, including termination.

Complaints that involve harassment or discrimination of any nature should be brought directly to the attention of human resources.

All complaints, investigation notes and written resolution will be maintained in the human resources department for six (6) years in accordance with the University's records retention policy.

C. Complaints from Individuals or Agencies Outside the University

Individuals or agencies from outside the University should address complaints about the University or a University program to the applicable program director, dean or the University President.

Complaints Procedure

Complaints about a USA employee or student should be resolved by communicating directly with the individual or department head.

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1. If a resolution is not possible at this level, a written complaint may be filed. Written complaints should be addressed to:
University of St. Augustine
Grievance Committee Chair
St. Augustine Campus
1 University Blvd.
St. Augustine, FL 32086
2. All complaints will be fully investigated by the Grievance Committee and a written response will be provided to the complainant.
3. The original written complaint, a copy of the response, and a description of any actions taken as a result of the complaint will be maintained on file for six (6) years following the date of the resolution.

Unresolved Complaints

If a complaint cannot be resolved after following the procedures above, the following agencies can be contacted directly. This information will be posted and kept current on the University website.

- **Distance Education and Training Council:**
 - If it is believed that the school is out of compliance with DETC accreditation standards, a complaint can be filed online: <http://www.detc.org/complaints/index.html>.
- **American Physical Therapy Association:**
 - Complaints about the Physical Therapy program can be submitted to CAPTE by requesting the Procedures for Handling Complaints about an Accredited or Developing Physical Therapy Program. This document can be obtained by writing to CAPTE at 1111 N. Fairfax Street, Alexandria, VA 22314, by telephone 703-706-3245, or visit: www.apta.org.
- **American Occupational Therapy Association:**
 - Complaints about the Occupational Therapy program are handled as part of the Code of Conduct and Ethics Guidelines for AOTA. For more information on this process please visit: <http://www.aota.org/Practitioners/Ethics/FAQs.aspx>
- **In California:**
 - A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form at <http://www.bppe.ca.gov/enforcement/complaint.shtml>.
- **In Florida:**
 - For information on the Commission for Independent Education's complaint process go to <http://www.fldoe.org/cie/complaint.asp>.
- **In Texas:**
 - To make a complaint in Texas to the Texas Workforce Commission go to: <http://www.twc.state.tx.us/svcs/propschools/problem-school.html>. The TWC-assigned school number is: S 4051. Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at <http://csc.twc.state.tx.us/>.
 - The school's programs are approved by TWC, as well as The Texas Higher Education Coordinating Board, The Commission on Distance Education and Training Council, and the Commission on Accreditation of Physical Therapy Education.
 - Students must address their concerns about this school or any of its educational programs by following the complaints process outlined above and in the school's catalog.
 - Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management.
 - Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable.

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- For more information on making a complaint to the Texas Higher Education Coordinating Board go to: <http://www.thecb.state.tx.us/index.cfm?objectid=DF69EA45-E465-C4B2-003BD725BEAC43CD>
- **Additional States:**
 - The University of St. Augustine has taken the necessary steps to apply and/or receive authorization to deliver education, to market and to affiliate with clinical education sites in all fifty states. For information on a specific state, or to file a complaint go to: <http://www.usa.edu/p54-226-Complaints.aspx>.

STUDENT CODE OF CONDUCT

Admittance to the University of St. Augustine for Health Sciences carries with it an obligation and responsibility to abide by federal, state and local law, respective county and city ordinances, as well as all University rules, regulations and procedures. Admission to the University is a privilege, not a right; and is extended to those individuals who meet all admission criteria. All students, faculty and staff of the University have a responsibility to report violations of the Student Code of Conduct to the appropriate officials. As a student you will be asked to read and acknowledge this as part of the enrollment process.

The following behaviors are to be adhered to at all times **while on** University facilities or when associated with the University in any manner:

- The University of St. Augustine for Health Sciences is a smoke and tobacco free environment.
- The University maintains a drug free policy.
- Profane language is not acceptable.
- Students should not be under the influence of any intoxicants.
- Firearms are not permitted.
- Violence, or the threat of violence in any form, is not tolerated.
- Sexual or other forms of harassment will not be tolerated.
- The Internet Acceptable Use Policy must be adhered to at all times.

The following behaviors (as mandated by the Distance Education and Training Council) are to be adhered to **at all times** while enrolled in a course or program, regardless of physical location:

- Conduct oneself with professionalism, courtesy and respect for others in all dealings with institution staff, faculty and other students.
- Present qualifications and background truthfully and accurately for admission to the institution.
- Observe the institutional policies and rules on submitting work, taking examinations, participating in online discussions and conducting research.
- Never turn in work, or present another person's ideas or scholarship as one's own.
- Never ask for, receive, or give unauthorized help on graded assignments, quizzes and examinations.
- Never use outside books or papers that are unauthorized by a course instructor's assignments or examinations.
- Never divulge the content of or answers to quizzes or examinations to fellow students.
- Never improperly use, destroy, forge, or alter the institution's documents, transcripts or other records.
- Never divulge one's online username and password.
- Always do one's best to observe the recommended study schedule for program studies.
- Always report any violations of this Code of Conduct to the appropriate institution official, and report any evidence of cheating, plagiarism or improper conduct on the part of any student of the institution when there is direct knowledge of these activities.

The following ethical behaviors are expected of all students:

Students are expected to conduct themselves in a professional manner according to their respective professions code of ethics. They should respect the dignity of each individual with whom they are

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associated. The following considerations are intended to supplement, not replace, any code of professional conduct that might exist.

- Confidentiality of a patient's medical/personal history must be fully maintained at all times.
- The behavior of a patient should be considered in the context of the patient's illness and be handled accordingly.
- Students should not be upset patients by words, actions or demeanor.
- Students should not display a conflict of personality or opinion with other clinical personnel in the presence of patients.
- Students should be respectful of other health care professions.

The student should be respectful of and responsive to authorized University personnel and guests, and should observe the defined line of authority with respect to any activities including clinical assignments. Students should use appropriate titles and surnames when addressing authorized University personnel.

Failure to observe these and other basic principles of ethics is professionally unacceptable and could be potentially compromising (see "attitude" statement under *Student Interpersonal Skills*).

The following interpersonal behaviors are expected at all times:

Of paramount concern is that students and graduates of the University display and present a positive and respectful attitude to their patients, colleagues, supervisors, faculty, staff, community, and to the University. This "attitude" is a key ingredient to successful completion of studies at the University and to excel as health care professionals. Students will endeavor at all times to:

- Respect the worth and individuality of every person; e.g., listen/pay attention while others are speaking and promote constructive feedback.
- Refrain from disruptive behavior.
- Refrain from proselytization. Proselytization is defined as aggressively and/or harassingly trying to convert, recruit, or induce someone to join one's own political cause or to espouse one's own doctrine.
- Respect confidentiality.

OFF-CAMPUS PERSONAL CONDUCT AND STANDARDS

If a student commits an offense off-campus that is not associated with a University connected activity, the disciplinary authority of the University will not be used merely to duplicate the penalty awarded for such an act under applicable ordinances and State or Federal laws. The University will take disciplinary action against a student for such an off-campus offense only when it is required by law to do so, or when the nature of the offense is such that in the judgment of the University:

- The continued presence of the student on campus is likely to create interference with the educational process and the orderly operation of the University.
- The continued presence of the student on campus is likely to endanger the health, safety, or welfare of the members of the University community or their property, or that of the University.
- If the offense committed by the student is of such a serious, heinous or repulsive nature as to adversely affect the University community and the student's suitability as a member of the professional community, a prompt hearing shall be held to determine what action should be taken by the University.

The action taken by the University shall be made without regard to pending or completed actions taken by any off campus official body.

STUDENT RIGHTS

All students enrolled at the University are accorded the basic rights as set forth by the Board of Trustees. Student rights are as follows:

- The right of respect for personal feelings.
- The right of freedom from indignity of any type.

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- The right to expect an education of the highest quality.
- The right to make the best use of one's talents and time toward the objectives which brought him/her to the University.
- The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students.
- The right for students and/or their representatives to meet with the appropriate Program Director and the President.
- The right of freedom of expression and peaceful assembly as defined by the Constitution of the United States and laws of the States of Florida and California.
- The right to participate in dialogue during public discussions which provide a diversity of opinion.
- The right to join organizations for educational, political, social, religious, and cultural purposes within the limits imposed by their responsibilities to each other and to the student life of the University.
- The right of due process.
- The right of freedom of the press and media (newspaper, radio, television, etc.) to publish and distribute materials will be granted when identified by authorship and sponsorship.

STUDENT RESPONSIBILITIES

The University expects its students to be responsible for helping to maintain a healthy academic climate where students can grow and develop as mature individuals with a commitment to lifelong learning. Student responsibilities include:

- The responsibility of assuming the consequences of one's own actions and of avoiding conduct detrimental to fellow students and University employees.
- The responsibility of taking the initiative to volunteer for service on committees.
- The responsibility for ensuring that the essential order of the University is maintained.
- The responsibility for academic work and clinical education requirements.
- The responsibility to be fully acquainted with and to adhere to the University's Catalog, Student Handbook, and other published policies and procedures.

SPECIFIC STUDENT CONDUCT POLICIES

CLASSROOM AND LABORATORY CONDUCT AND STANDARDS

Students are expected to arrive to lecture and lab sessions on time and with the appropriate clothing and equipment. The following behaviors are also expected in all lecture and lab session:

- No food or drinks (except in spill proof containers) are permitted in the lecture or lab areas. Gum chewing is **only** allowed during written examinations. No bubbles may be blown.
- Please assist the instructors in the pre-and post-lab organization of equipment.
- Students will operate lab equipment in a safe and respectful manner.
- Shoes must be removed while on the lab tables or mats.

PROFESSIONAL DRESS AND APPEARANCE CODE

University of St Augustine for Health Sciences students are highly visible to the public and should be sensitive to this fact. The following guidelines will be interpreted and enforced in a manner determined by the faculty and administration to be in the best interest of both the University and the professions of physical therapy, occupational therapy and orthopaedic physician assistants. Further, the University is free to change these guidelines without prior notice to students, although every effort will be made to provide such notice.

Students **MUST** abide by the following policies regarding professional dress and appearance while on the University campus during regular business hours (8AM–5PM) or altered class schedules unless you are participating in recreational activities on campus. The University's campus during regular business hours

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consists of the entire physical plant, which includes the student parking lot, faculty and staff parking lots, all classrooms, laboratories, lounges, hallways, lobby and library.

- **University ID:** The University ID **MUST** be properly exposed above the waist on your front collar or on a lanyard at **ALL** times.
- **Grooming:** Students will portray the well-groomed appearance of a responsible health professional. Hair will be clean and neat and in the case of both men and women, will not be excessively long. Nails **MUST** be groomed to ¼” or less with neutral polish only (no artificial nails). Men **MUST** be cleanly shaven or well groomed; beards or mustaches are acceptable. **NO** heavy make-up, perfume, cologne or after-shave.
- **Accessories, Jewelry and Body Piercing:** All accessories and jewelry shall be free of writing, pictures, symbols or any other insignia, which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Any accessory or jewelry which creates a safety or health concern, causes or threatens to cause a disruption to the educational process, is prohibited. Dark glasses, sunglasses, hats, caps, visors and other head coverings shall not be worn indoors.
 - **Unacceptable for men:** Earrings or other body piercing jewelry are prohibited on campus.
 - **Unacceptable for women:** Body piercing jewelry other than lobe earrings (maximum of two earrings per lobe) is prohibited on campus.
- **Swimsuit:** Recreational and instructional swimsuit attire must not be disruptive or distracting. For women, one-piece swimsuits are preferred. Suits **MUST** fully cover the chest and buttocks. For men, mid thigh swimsuits are preferred. All swimsuits must remain nontransparent when wet. Any swimsuit not appropriate will require shorts and shirt.

All students must maintain high standards as individuals in order to uphold the reputation of our University and professions. Being neatly dressed, well groomed and avoiding “**FADDISH**” modes of dress is required. It is University policy that students maintain University dress code while on the University’s campus or while participating in any coursework outside the University’s campus. The following outlines the required Professional Dress and Appearance Code for scheduled events.

LECTURE ATTIRE

- Acceptable attire for men:** Collared shirts only (button-down oxford or polo-type) are permitted. Shirts **MUST** be of a length that can be tucked into and remain in the pants. If you can do 3 full extension jumping jacks without your shirt becoming un-tucked, your shirt is acceptable. Dress or walking shorts (above the knee) or casual dress pants are preferred. Jeans are acceptable provided they are in good condition. Dress sandals (*Teva* or *Birkenstocks*), clean tennis or running shoes, or any other closed-toed shoe with socks are acceptable.
Unacceptable attire for men: Shirts without collars, T-shirts, tank tops, sleeveless tops, low cut shirts, “grunge look” pants, bib overalls, thong-type, “beach casual” or “flip-flop” sandals are not acceptable. Underwear is not permitted to show outside or through the clothing. **NO** exposure of gluteal fold is permitted.
- Acceptable attire for women:** Shirts should have sleeves; however, a “professional-looking” sleeveless blouse is acceptable. Shirts **MUST** be of a length that can be tucked into and remain in the pants. If you can do 3 full extension jumping jacks without your shirt becoming un-tucked, your shirt is acceptable. Dress or walking shorts (above the knee) or casual dress pants are preferred. Jeans are acceptable provided they are in good condition. Skirts and dresses may not be unreasonably short for a practicing health professional. Dress sandals, clean tennis or running shoes, or any other closed-toed shoe with socks/stockings are acceptable.
Unacceptable attire for women: T-shirts, tank tops, low cut shirts, “hip-hugger” pants, “grunge look” pants, bib overalls, “beach casual” or “flip-flop” sandals are not acceptable. Underwear is not permitted to show outside or through the clothing. **NO** exposure of midriffs, cleavage or gluteal fold is permitted.

GUEST LECTURE ATTIRE

On occasion, students are required to wear business attire on days when guest lecturers and/or others are visiting the University. Students may also be required to wear business attire when giving formal presentations or case presentations as a part of their coursework. Appropriate business attire for men is a business suit including jacket, dress shirt and a tie or a blazer and dress pants with a dress shirt and tie. Appropriate business attire for women is business suit (skirt or pants) including jacket and blouse. Skirts may not be unreasonably short for this professional health care environment (skirt hems should be no higher than 3 inches from the top of the patella). Shoes are to be closed toe and closed heel. Course instructors reserve the right to modify or further specify required dress for guest lectures or presentations. Refer to individual course syllabi for further requirements.

LABORATORY ATTIRE*

Certain labs require laboratory dress due to the nature of some lab sessions requiring special dress for physical assessment or manual techniques inducing perspiration, or for the handling of special materials. Unless otherwise noted in the class syllabus, students may arrive on campus in laboratory attire if lab is their first scheduled class of the day. However, students **MUST** change from laboratory attire into lecture attire for the remainder of their scheduled classes. Students without lab as their first scheduled class **MUST** arrive on campus in lecture attire and change into laboratory attire immediately prior to a lab session.

Acceptable attire for both men and women: Solid color gym shorts that allow for modesty and free movement and a plain white T-shirt are acceptable. T-shirts **MUST** be clean, properly sized and be of a length that can be tucked into and remain in the pants. If you can do 3 full extension jumping jacks without your shirt becoming un-tucked, your shirt is acceptable. When t-shirts are approved for University sponsored activities, students will be notified if they are also approved as lab wear. Athletic shoes with socks are required. Nails **MUST** be groomed to ¼” or less with neutral polish only (no artificial nails).

Scrubs to include matching tops and bottoms are acceptable for certain labs (Biomechanics and Neuroscience for example) as defined by class syllabi.

For many labs, women will need to wear a sports bra, halter-top or a bathing suit top that exposes the scapulae and may be unfastened at the back.

*For OPA Students see MOPA section on page 92.

Unacceptable attire for both men and women: Jean shorts, cutoffs, bright neon shorts are not acceptable. Underwear is not permitted to show outside or through the clothing. **NO** exposure of midriffs, cleavage or gluteal fold is permitted.

Students requiring medical or cultural allowances for certain policies must have the approval of their respective program director.

It is intended that daily appearance on campus be analogous to daily appearance in the future as a health professional and as an ambassador for our University and profession. A high level of professionalism comes naturally when practiced at a high level daily.

Failure to adhere to the clinical dress code while on clinical affiliation experiences will be considered an act of professional misconduct and will result in subsequent referral to the University Professional Misconduct Committee.

CLINICAL AFFILIATION ATTIRE

Students should reflect both professional dress and behavior during all clinical activities. Being neatly dressed, well groomed and avoiding "FADDISH" modes of dress is required. It is University policy that students maintain the University dress code while on clinical affiliation experiences unless this poses a problem with direct patient care and treatment application as determined by the clinical site. For example, many pediatric and psychiatric settings request that white lab coats not be worn as some patients may be fearful or apprehensive of authority figures in white coats. Students are required to obtain information

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regarding the dress code for their Clinical Affiliation and relay any variation to the University Clinical Education Committee. For additional information see Clinical Education section.

ATTENDANCE

Class Attendance: Students are expected to be (1) in the classroom or lab on time, (2) prepared to begin class/lab and (3) wearing the appropriate attire by the designated starting time for that instructional period. Students who are going to be late or absent from class/lab due to an unexpected situation should call the applicable number and explain the situation:

- Florida campus: (904) 826-0084 ext. 1257
- California campus: (866) 557-3731 ext. 2403
- Texas campus: (512) 394-9766 or (855) 384-9965 ext. 3101

If you call before or after regular university office hours (8:00AM-5:00PM), you should leave a message.

Occasionally, students may be required as part of a course to attend an evening lecture by a distinguished person in the field. Such an event will be considered mandatory as if it were a regularly scheduled class.

Absences: In the event of a planned absence, the student must speak to each faculty member whose course will be missed and request that the absence be excused.

Excused Absences include (but may not be limited to):

- Illness (after three (3) days must be supported by physician's note)
- Attendance at a professional conference approved by the Program Director
- Attendance at special services for a member of the immediate family (spouse, parent, child, sibling; spouse's parent, child or sibling; child's spouse, grandparents or grandchildren).

Unexcused Absences are considered to be unprofessional behavior. With any unexcused absence, students forfeit the right to review with the instructor, all or any part of the material, including test reviews, covered during that class or lab session. A first offense will result in a warning letter issued to the student with a copy of that letter placed in the student's file. A second offense and each subsequent offense will result in a **5% reduction per offense from a final course grade**. This represents the University's minimal standard, individual faculty may outline additional consequences in their course syllabi.

Tardiness is considered to be unprofessional behavior. It is expected that if a student is tardy for any class, the student will apologize to the instructor immediately after that class. If a student is tardy twice (2 times), the student will receive a warning letter with a copy of that letter placed in his/her file. After the second time, each subsequent event will result in a **5% reduction per tardiness from a final course grade**. This represents the University's minimal standard; individual faculty may outline additional consequences in their course syllabi.

For absences related to clinical fieldwork/internship or practicum classes, please refer to individual program sections.

RELIGIOUS HOLIDAYS

The University shall reasonably accommodate the religious observance, practice, and belief of individual students with regard to admission, class attendance, and the scheduling of examinations and work assignments. For information pertaining to your specific program, please see your program's handbook section.

Accordingly, the following procedures are in effect:

- A student who wishes to observe a religious holy day of his/her religious faith will notify the respective Program Director who will consider excusing the student from class on this day.
- While the student will be held responsible for any material covered during the excused absence, the University will make reasonable accommodations to assist the student in obtaining any work missed. Major examinations, assignments, and University ceremonies will not be scheduled on a major religious holy day, if possible.
- Any student who feels that he/she has been denied reasonable accommodations because of his/her religious belief or practice may seek redress by notifying, in writing, the Dean of the respective

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division, of the nature of his/her grievance.

- The Dean, or designated representative, shall investigate each occurrence (grievance) and ensure that appropriate corrective action is taken to ensure compliance with this policy.

Flex and MOPA labs will be held on Saturdays and Sundays, thus no exceptions can be made for religious observances on weekends. Every attempt will be made not to schedule labs on major religious holidays that fall on the weekend. Students who are inconvenienced need to apply to a fulltime campus program where such accommodations can be more easily achieved.

Student Attendance at Professional Conferences

All entry-level students are required to attend at least one (1) professional conference during their respective curriculum. The value of this required attendance is greater if students wait until they are in the 3rd trimester. Dual degree seeking students are required to attend one (1) PT and one (1) OT professional conference during their curriculum. It is recommended they go to an OT conference while in the MOT curriculum and a PT conference while in the DPT curriculum. Full-time DPT students should complete this requirement before the 7th trimester due to the nature of weekend seminars taught in that trimester.

Students will notify their program director or an assigned faculty member of their intent to attend a particular conference. The student will then be granted an excused absence for the date(s) missed. This will not exceed two (2) days (usually a Friday or a Thursday and Friday excused absence). It is at the discretion of each faculty member on how to disseminate the information from the missed class session(s). The student is responsible for all missed class material and assignments. **Students are also responsible for conference costs including registration, hotel, and transportation expenses.** Upon their return, students are required to provide proof of attendance at the conference to the Program Director or the assigned faculty member.

Professional conferences may include state or national meetings such as CPTA, TPTA or FPTA conferences, APTA Combined Sections, APTA Scientific Meeting and Exposition, FOTA or COTA conferences, AOTA conferences, ASOPA, AAOS or others as approved by the Program Director.

PROFESSIONAL MISCONDUCT

Professional behavior is expected on campus at all times. The first incidence of unprofessional behavior (other than absences and tardiness described above) will result in a warning letter to the student with a copy to his/her file. A second incidence will result in a referral to the Student Honor Council or Professional Misconduct Committee with a recommendation that the **final grade in the course be reduced by 5-10%.**

Although not inclusive, the following list of misconduct behaviors provides examples of acts that may be subject to disciplinary action:

1. Cheating, plagiarism, falsification of records, unauthorized possession of examinations or parts of examinations, intimidation, and any other actions that may affect the evaluation of a student's academic performance or achievement. This includes attempting to engage in such acts, assisting others in any such acts, and failure to report such acts.
2. Intentional or unintentional disruption of teaching, research, administration, and disciplinary proceedings or other institutional activities.
3. Physical and/or mental abuse of any person or any form of harassment as defined under *Non-Discrimination and Harassment Policy*, see page 45.
4. Failure to follow directives of authorized University personnel acting in the performance of their duties.
5. Misuse or damage of University property to include, but not limited to computer equipment, lab equipment, classroom furnishings/equipment, telephones, fire alarms, fire equipment, and security systems.
6. Destruction, unauthorized removal, theft, defacement, or possession of property owned by the University, including but not limited to trees and shrubbery, or property leased to or controlled by the University.

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7. Littering on University property.
8. Violence or the threat of violence including possession or use of firearms, fireworks, explosives, incendiary devices, or other weapons of any description including air rifles and pistols on the University campus.
9. Hazing in any form on or off the campus.
10. Unauthorized participation in, agitation of, or instigation of any activity which interferes with ingress or egress from University facilities, and/or which interrupts any activities of the University community in its normal functioning.
11. The use, possession, sale or distribution of non-prescription controlled substances.
12. Defacement by writing, drawing, or marking of any kind upon any permanent interior or exterior wall or similar vertical surface, in any medium, including chalk, felt-marker, etc., or any permanent medium, such as paint, upon any sidewalk, mall, patio, terrace, or street, except as authorized.
13. Disturbance of the public peace.
14. Unauthorized possession, duplication or use of keys or access cards to any University premises or services.
15. Unauthorized entry into or use of University premises.
16. Unauthorized entry into faculty or administrative offices.
17. Any action without authorization from the University which modifies, destroys, discloses, or takes data, programs or supporting documents residing in or relating in any way to a University computer, computer system or computer network, or causes the denial of computer system service to an authorized user of such a system.
18. Repetitive violation of the University Professional Dress, Appearance Code, or attendance policy.

DISCIPLINARY ACTION

A student, faculty member, or any other member of the community of interest may initiate complaints against a student possibly warranting disciplinary action for professional misconduct. Referrals for student misconduct are sent to the Professional Misconduct Committee (PMC). The PMC is comprised of faculty appointed by the Program Directors to handle complaints where students may be dismissed or their academic progression affected.

Professional Misconduct Committee Procedures

The University has established a Professional Misconduct Committee (PMC) to hear each complaint. PMC membership shall be determined by the Program Directors. A student may be required to appear before the PMC or in certain circumstances be allowed to speak to the Committee via telephone conference.

At least five (5) business days in advance of the hearing, a student shall be given written notice of the allegations against him/her and of the opportunity to respond. Hearings before the PMC shall be informal. The allegations and evidence against a student shall be presented by the Chair of the PMC. The Student then will be given an opportunity to present his/her version of events, facts and evidence in his/her defense. Formal rules of evidence do not apply. Documentary evidence and hearsay shall be admissible, but the PMC shall determine the proper weight to be accorded to hearsay evidence.

1. If the PMC finds that the facts do not support the allegation(s), the charges will be dismissed. The chair of the PMC will transmit the Committee's recommendation(s) in writing to the Program Director within two (2) business days following the conclusion of the hearing. The Program Director will review the recommendations of the PMC and provide a written response to the Student within two (2) business days outlining the decision on the matter.
2. If the PMC finds that the facts support the allegation(s) against the Student, the Student shall be found guilty, and the PMC will recommend disciplinary action(s), which can range from a written warning to dismissal from the program. The chair of the PMC will transmit the Committee's recommendation(s) in writing to the Program Director within two (2) business days following the conclusion of the hearing. The Program Director will review the

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- recommendations of the PMC and provide a written response to the Student within two (2) business days outlining the decision on the matter.
3. A student referred to the PMC may not withdraw from the University until the findings of the PMC have been made and the student has been informed of the decision.
 4. The PMC record of the case shall be maintained by the Program Director's administrative assistant apart from the Student's academic record for five (5) years following the Student's last date of attendance.

Student's Right of Appeal*

Each student has the right to appeal the decisions of the PMC and Program Director.

To request an appeal, the Student must provide to the Registrar a completed PMC Appeal Request form* along with a written statement of the basis for his/her appeal within ten (10) business days from the date the decision letter is mailed to the Student's last known address.

An appeal may be based only on the grounds that:

1. The PMC failed to comply with the procedural requirements outlined herein and/or in the Student Handbook.
2. There is relevant and material evidence which, in the exercise of reasonable diligence, could not have been produced or which was improperly excluded at the hearing before the PMC.
3. The evidence presented at the Professional Misconduct Committee hearing was not sufficiently substantial to justify the final decision.

If the Registrar has not received the completed form and written statement (email or letter is acceptable) within the specified timeframe the decision of the PMC and Program Director will be final and no further appeals are available to the Student.

If an appeal is filed, the Registrar will within ten (10) business days forward to the Dean of the division in which the student is enrolled, or designee (hereinafter referred to as **Dean**), the Student's completed PMC appeal request form and written statement, along with copies of all materials provided to the PMC, and the written decisions of the PMC and Program Director.

The Dean has ten (10) business days** to consider the appeal request. The Dean may deny the appeal for failure to allege facts which, if true, would be sufficient to constitute grounds for appeal. The Dean may also modify the decision or approve the appeal request. Should the Dean deny the appeal, the decision of the PMC and Program Director will stand affirmed. The Student will be notified in writing of the Dean's decision regarding the appeal.

The Student can appeal the decision of the Dean to the University President. The appeal must be submitted in writing to the President within five (5) business days from the date of mailing of the Dean's decision letter. **If the decision of the President includes suspension or dismissal, the Student will no longer be permitted to remain in any course.**

Following the decision of the President, the Student has the right to request binding arbitration. This is the only remaining recourse for the Student. The arbitrator will be from the American Arbitration Association or equivalent, and the cost will be shared between the Student and the University. **Refer to the Student tab on myUSA for procedures associated with the non-academic appeal process.**

The Student may continue to participate in academic and co-curricular activities until a final determination is made, including any appeal, except where immediate suspension is reasonably required for the safety and welfare of students, faculty, staff, or University property. If the decision the Student is appealing includes program dismissal, the Student may continue to attend classes during the appeal process (this does not include the binding arbitration process) but he/she is not considered an enrolled student and is therefore not eligible for financial aid.

The Program Director's administrative assistant will maintain all records included in an appeal apart from the Student's academic record for five (5) years following the Student's last date of attendance.

***The PMC Appeal Request form and the procedures associated with the non-academic appeal process are available on the Student tab in *myUSA*.**

****Should the Dean, or designee, receive an appeal request during the last fifteen (15) days of the term or during the trimester break, as indicated on the Academic Calendar it will be considered during the first ten (10) business days following the first day of class of the subsequent term.**

Permanent Record

Records of the following will be maintained.

1. Records of the sanctions of the Academic Appeals Committee and the Professional Misconduct Committee will be maintained permanently.
2. Records of all other sanctions will be maintained for five (5) years from the last day of the academic year in which the incident occurred.
3. A copy of any warning or disciplinary action which is placed on a student's record will be given to the student.

ACADEMIC INTEGRITY POLICY

Academic Integrity

Academic integrity means that all academic work represents the individual work of the stated author. Input and assistance from others must always be appropriate and fully acknowledged. Any deviation from this policy will be considered Academic Dishonesty.

Academic Dishonesty

Academic dishonesty can occur in many forms and variations. The following is a list of some academic dishonesty offenses:

1. Cheating - a form of misrepresentation. Cheating can include but is not limited to:
 - a. Using another's work as your own.
 - b. Utilizing a paper or assignment bought or taken from a website.
 - c. Allowing someone else to turn in your work as his or her own.
 - d. Several people writing one paper and turning in separate copies, all represented (implicitly or explicitly) as individual work.
 - e. Stealing an examination or a solution from the instructor.
 - f. Looking at another student's exam.
 - g. Using notes or other aids in an exam when they are not permitted.
 - h. Sharing exam questions with other students.
 - i. Sharing case scenarios from a practical with other students.
2. Fabrication - is the forgery or invention of information or citation in an academic exercise. This might include the use of false results in a research study or fabricating a resource for a reference list.
3. Facilitating Dishonesty - assisting another to perform an act of academic dishonesty. This includes someone taking an exam other than the appropriate student. It may also address misuse of a proctor or falsification of a required proctor.
4. Plagiarism - Plagiarism is a serious academic offense. The University of St. Augustine for Health Sciences defines plagiarism as "knowingly using the words, ideas or language of another author without giving credit to the work". In its severest form, plagiarism is the theft of another's intellectual work.

The University does recognize that there are many "colors and shades" of plagiarism and at times, it may even be an inadvertent mistake such as leaving off a reference from a bibliography.

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Intentional violations are a much more serious offense. An example of this might be the use of a paragraph from a journal article without citation in a report or bulletin board response. It is with this in mind that the University has defined the following “levels of misconduct.”

Level One Academic Dishonesty

Level One violation typically occurs as a result of students not familiarizing themselves with writing and course requirements. They may include:

1. Lazy plagiarism-forgetting a citation or leaving a reference off of a reference list.
2. Failure to cite or acknowledge a source in a small or limited part of the paper.

Most Level One misconduct offenses are dealt with by the instructor. Actions may include:

1. Re-submission of the assignment
2. An additional assignment
3. Reduction of grade

Level Two Academic Dishonesty

Level Two misconduct is more serious. These types of violations are more intentional in nature. The following are examples:

1. Quoting directly or plagiarizing, to a moderate extent, without acknowledging the source.
2. Submitting the same work or major portions thereof to satisfy the requirements of more than one (1) course without permission from the instructor.
3. Receiving assistance and failing to acknowledge this in a paper or research study.

The instructor in consultation with the appropriate program director deals with most Level Two misconduct offenses. Actions may include:

1. A zero grade for an assignment
2. Writing a paper on academic ethics

Records of students who commit the above type of offense will be maintained in the student’s file until the student completes the program.

Level Three Academic Dishonesty

These violations are the most serious type of offense:

1. Copying another’s paper or exam
2. Plagiarizing a substantial amount of text in a written assignment
3. Enabling someone else to copy your material during an exam
4. Using books, notes, or other forbidden aids during an examination
5. Giving or receiving information about the content of an exam
6. Stealing or distributing a copy of an examination
7. Submitting the work of someone else as your own
8. Using purchased or copied manuscripts
9. Removing posted or reserved instructional material, or otherwise preventing access to it
10. Inventing material (this includes citing artificial sources)
11. Using illegal or unethical means of acquiring information
12. Utilizing an Instant Messenger or phone while taking an online exam
13. A repeat offender-one who has been caught more than once in an act of academic dishonesty

Students committing Level Three Academic Dishonesty offenses will be referred to the Professional Misconduct Committee. The Professional Misconduct Committee will make appropriate recommendations to the designated program director. Action may include a failing grade and/or consequent dismissal from the program.

OTHER POLICES

NON-DISCRIMINATION AND HARRASSMENT POLICY

It is the policy of the University of St. Augustine for Health Sciences that each member of the University community be permitted to work or attend class in an environment free from any form of discrimination including race, creed, color, age, disability, gender, marital status, national origin, veteran status, and sexual harassment, as prohibited by state and federal statutes. This policy applies to students, faculty, employees and applicants for admission or employment. An individual who believes that a violation of this policy has occurred may file a complaint with the Grievance Committee.

SECURITY POLICY

Reporting Emergency Situations and Security Concerns: Emergency situations involving a threat to life or property should be reported to the police (911) and communicated immediately thereafter to the Student Services office. The University of St. Augustine encourages all students, faculty, and staff to be involved in campus crime prevention.

All instances of rape/sexual offenses occurring on campus are to be reported immediately to 911 and after receiving appropriate emergency care, to the Student Service office during business hours, to the security guard after business hours and to the police. The victim will be assisted until local police arrive. At that time, the President will be notified of the incident. The local police will handle all aspects of the investigation into the alleged attack.

If other types of improprieties occur, these should be reported immediately to the Student Services Office. At this time, a report of the incident will be written and statements taken.

EMERGENCY AND SAFETY PROCEDURES

Emergency and safety procedures are contained in the University Emergency Action Plan Manual. A copy of this [Manual](#) is available to students in the [myUSA](#) portal.

Medical Emergency: Call 911 immediately and render first aid as able. Stay with the individual until emergency services arrive. When a student is injured, he/she should complete a Student Incident Report form found in the [myUSA](#) portal [Students](#) tab, and file this form, together with any other forms required, with his/her health insurance provider. A copy of the Report form should also be provided to the University Student Services Office (fax # 904-826-0085).

Structural Emergency: Upon hearing an alarm, students will follow the posted evacuation procedures following exit signs that are displayed. Stay a safe distance from the building until emergency services arrive.

Weather Emergency: In the event of a natural disaster, such as a hurricane or earthquake evacuation, students (and family members) are asked to monitor the University website for any cancellation or re-start dates and times. Further information will be given by faculty and/or staff at the time of the emergency. Information about reopening will also be given via the University voice mail system by calling the main number: 800-241-1027.

SAFETY ON CAMPUS

Certain safeguards are in place to ensure as safe of an environment as possible. These safety features include:

- In case of an emergency all students will be notified via school messenger.
- Exterior building doors are locked and access is available only to those with appropriate card access. (California and Texas Campuses only)
- Talk-A-Phones are located throughout the parking lots and university grounds with emergency phones.
- A security guard is available on campus after 5 pm and designated weekends when the campus is open for student access.
- All faculty, staff, and students are expected to wear name tags at all times.

Applies to all University of St Augustine for Health Sciences Students

- All visitors must report to the administration building (or the security guard desk after hours) for permission to enter the campus, to receive a visitor's badge, and to be escorted as appropriate by a campus employee/security guard.
- Emergency contacts and evacuation plans are posted in all classrooms and student/employee meeting areas. Telephones are available in all classrooms.
- To ensure your safety on campus, be personally responsible by:
 - Being alert to unsafe situations and reporting them immediately to university employees.
 - Keeping the exterior doors closed and locked (do not prop open).
 - Do not allow non-university individuals to enter the building with you.
 - Report lost/stolen card access name badges IMMEDIATELY to the university receptionist or Student Services office.
 - Do not walk to your car alone in the dark. Use the "buddy system", especially when you feel your personal safety may be threatened. Do not enter any situation or location where you feel threatened or unsafe.
 - Do not leave valuables in plain sight in your car. Lock these items in your trunk or remove them.

Unlawful and Controlled Substances Policy: It is unlawful for any person to sell, manufacture, deliver or possess with intent to sell, manufacture, or deliver a controlled substance. Any person violating the provisions of respective state, county or federal law, may be guilty of a felony, or in some cases, a misdemeanor of the first degree, and may be subject to punishment as provided in the municipal codes. This punishment can include imprisonment, fines, forfeiture of property, and, in some cases, loss of business licenses. It should be noted that under state sentencing guidelines, punishment may become successively more severe for second and third violations.

USA will impose sanctions on students and/or employees for violation of the standards of conduct consistent with local, state and federal laws. Sanctions may include disciplinary action up to and including termination of employment, expulsion, and referral for prosecution.

Physical risks associated with drug abuse can include several central nervous system disorders such as cerebral anoxia and coma, Guillain-Barre syndrome, meningitis, brain abscess and many other neurologic complications. Other common physical damage resulting from drug abuse can include heart failure, hypertension, lung abscess and other pulmonary complications such as pulmonary emboli, liver damage and both Type A and B hepatitis, musculoskeletal conditions such as osteomyelitis and muscle damage, and even immunologic abnormalities, including the risk of AIDS with injectable drugs.

The most obvious health risks associated with drug abuse are psychological. Addiction to these chemicals can cause drug-induced schizoid behaviors, depression, dependency, and hostile and self-destructive impulses.

Alcohol Policy: USA complies with appropriate state statutes and city ordinances dealing with the consumption of alcoholic beverages on USA premises and at any function in which USA's name is involved. Students and their guests who consume any alcoholic beverage on campus or at an event sponsored by USA or any entity of USA must be at least twenty-one years of age and must be able to furnish proof of age at the event. USA and its agents reserve the right to refuse to serve alcoholic beverages to anyone who is visibly intoxicated or whose behavior, at the sole discretion of USA and its agents, warrants the refusal of service. Any individual who arrives at a USA function either on or off campus in a visibly intoxicated state may, at the sole discretion of USA or its agents, be denied entrance to the event.

Many of the same physical risks associated with the use of unlawful and controlled substances exist with alcohol abuse, especially cirrhosis of the liver and hepatic coma, severe brain damage, and alcoholic epilepsy. As is the case with abuse of drugs, psychological problems caused by alcohol abuse include alcohol-induced schizoid behaviors, depression, dependency, and hostile and self-destructive impulses.

Applies to all University of St Augustine for Health Sciences Students

Drug and Alcohol Counseling: Students who desire drug and alcohol abuse counseling should contact the Dean or Program Director so that a referral to the appropriate agency may be made.

Tobacco Policy: USA is a smoke and tobacco free environment. Smoking is not permitted on any University campus. Smokeless tobacco is not permitted in any University building.

STUDENT-FACULTY RELATIONS

The University does not condone dating and other such relationships between students and faculty and/or students and staff. Relationships between faculty and staff while less of a concern, are none the less covered by this policy.

Clearly any of the relationships referred to above have the potential of creating issues of fairness and harassment that could bring discomfort and embarrassment to all involved including legal problems to the University.

Therefore, should any faculty, student and/or staff, find themselves in a position where there has become an attraction they should immediately, individually or jointly, declare such an interest, if a student they should contact their Program Director.

The Program Director or Director of Human Resources will advise and take whatever measures are necessary to protect the student, faculty, staff and University. A faculty member may remain an instructor to that student but will not in any manner be able to grade, sit on any committee, etc., which may deal with matters concerning the student.

This policy while discouraging does not prevent such relationships but does require disclosure. Failure to so disclose will be considered a matter for disciplinary action.

Students may be employed part-time for babysitting, social functions, etc. by faculty and staff and it is acceptable for faculty, staff and students to attend parties sponsored by one of the groups or an individual of a group.

CELL PHONE USE WHILE ON CAMPUS

- Cell phones are not to be used during a class or lab session.
- Ringer should be turned OFF during class or labs.
- No text messaging allowed during class or labs.
- Cell phone camera, audio or video recording may NOT be used during class or labs unless permission is given by instructor.
- Cell phones are to be stored in book bags or other secure locations during exams or exam review sessions, and should be turned off or ringer off. Cell phones are not allowed to be in pockets or attached to pants or lying on tables.
- If you MUST make an important call, or receive an important call during class or lab hours, please inform and get permission from your instructor. Phone should be placed on vibrate.
- When talking on cell phone in hallways, please be courteous and keep your voice down or move to a quiet area.
- No ringing of or speaking on cell phone is permitted in the library or quiet study zone areas.

PARKING LOT AND STUDENT PARKING POLICY:

The University is an independent organization, and as such, the property and parking lots are private property. The operation and/or parking of any vehicle on University of St. Augustine property is a privilege, not a right. The university has the right to regulate the use of motor vehicles on its property for the good and safety of everyone.

The University is not liable for break-ins or other damage to any vehicle, including student vehicles. Every effort will be made by University staff and personnel to ensure student safety whenever possible.

Applies to all University of St Augustine for Health Sciences Students

Reports of damage to vehicles should be filed with local authorities, with a copy to the University Student Services Office.

For additional information please refer to Entry-level Student section pages 64-67 or Distance Education Student section on page 115.

INTERNET ACCEPTABLE USE POLICY

The University is required to have a policy that explains fair use of the network (Internet, computers and phone) and to hold it harmless should a virus or other event occur as a result of using the network. This is normal and customary and protects the University, employees and the student against frivolous litigation and claims. Computer virus and other events are unfortunately all too common.

The University of St. Augustine reserves the right to modify its AUP at any time, effective upon either the posting of the modified AUP to www.usa.edu or notification of the modified AUP via the student handbook or written notice. By using the services, and thereby accepting the terms and conditions of the AUP, you agree to abide by the AUP as modified from time to time. Any violation of the AUPs may result in the suspension or termination of your account.

The user (defined as anyone using computers, hardware, phones, wireless access or Internet services) is responsible for any breaches of security affecting servers, routers, workstations or other systems under user control. If a user's system is involved in an attack on another network or system, it will be shut down and an immediate investigation will be launched to determine the cause/source of the attack. In such event, the user is responsible for the cost to rectify any damage done to their computer and any other requirement affected by the security breach.

If the user is accessing the Wireless Internet via a personally owned computer, it is the user's responsibility to maintain current virus definitions and operating system updates and a firewall on their computer. The university takes no responsibility in any type of damage that may occur to a user's computer, while accessing university services (wireless or other).

All users of the Internet at the University of St. Augustine are expected to use this resource in a responsible and courteous manner, consistent with the purposes for which it is provided, and to follow all Internet-related rules, regulations and procedures established for its use.

The University provides users with access to the Internet. The Internet offers access to many valuable local, national and international sources of information. However, not all sources provide accurate, complete or current information.

The University makes no warranty, expressed or implied, for the timeliness, accuracy or usefulness for a particular purpose of information accessed via the Internet. The University cannot regulate the nature or content of the information accessed nor the availability of any given Internet site. The University network/services may only be used for lawful purposes. Transmission, distribution, or storage of any information, data or material in violation of United States or state regulation or law, or by the common law, is prohibited. This includes, but is not limited to, material protected by copyright, trademark, trade secret, or other intellectual property rights.

Storage of personal items (items that are not work-related) such as music, video, pictures, emails and documents on the university server or individual computers is not acceptable use of University resources.

Responsible use of the Internet at the University of St. Augustine includes:

- Using the University's Internet resources for educational and informational purposes only.
- Respecting intellectual property rights by making only authorized copies of copyrighted or licensed software or data residing on the Internet.
- Refraining from attempts to codify or gain access to files, passwords, or data belonging to others, and by not seeking disallowed access to any computer system via the Internet.
- Refraining from illegal or unethical use of the Internet.

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- Refraining from damaging or altering the configuration of the equipment used to access the Internet at the University.
- Refraining from altering or damaging software or data residing on the Internet.
- Refraining from the deliberate propagation of computer worms and viruses.

Guidelines for Internet Use

- The University provides individual Internet email accounts for students, should they desire one.
- Failure to use the Internet appropriately, legally and responsibly will result in the violator(s) being referred to the respective Program Director.

Use of File Transfer Between Home and Work Computers

The Internet has become more dangerous than ever. Virus applications and malware are now easily hidden on commonly used web pages. Internet criminals have devised methods for infecting your computer when you visit a URL that you may have found to be safe previously. For this reason it has become necessary to require those who transfer files from home to work (via email, USB drive, CD, etc) to have a good antivirus/antimalware application installed on their home computers. That software must be kept up-to-date. Acceptable products include:

- Norton Antivirus 2009 or Internet Security 2009
- McAfee Internet Security 2009 or Total Security 2009
- Avira Premium or Premium Security Suite or AntVir Personal (free)
- Avast Professional Edition or Home Edition (free)

The IT department also strongly recommends you allow Windows updates to occur on a regular basis, turn on your firewall and check frequently to insure all antivirus updates are occurring on a regular basis. You may also be interested in trying a different browser such as Firefox. Information on this may be found in a tutorial on the [myUSA](#) portal IT tab.

Wireless Internet Access Policy

Wireless access is available in certain areas of the campus, though coverage and up-time is not guaranteed. If you have a wireless network adapter card or a newer laptop computer with a mobile-ready processor, you will be able to access the internet while on-campus. The university wireless network operates in the same fashion as any commercial wireless access point; it is not secure.

A user will not be allowed access to the wireless network unless it can be shown that active and up-to-date virus software has been installed on the user's computer. It is also a user's responsibility to keep their operating system up to date with all security patches and service packs. Firewall software is also recommended. Prevention is better than cure and by following these simple guidelines the wireless network can remain safe for fellow users.

When a user signs on to the wireless network, they are accepting the rules and regulations of the university AUP. Additionally they are accepting responsibility for all security breaches or virus damage that may occur to their computer while accessing the university wireless network. The technical help desk and personnel at the university are not available to evaluate or fix student computers.

Social Networking-Acceptable Use

Social networking online tools and services include Flickr, YouTube, Google Video, Facebook and others. It is very easy to create accounts for these services, upload content and then tag the content. The tagging makes the networking possibilities very powerful which may draw many viewers.

Many students, educators, employees and administrators are aware of the great potential these social networking services may provide; however, they also recognize the potential dangers of such services. The following are guidelines for use of social networking tools.

Employees should limit use of social networking to their personal computers as most sites are known to have malicious software associated with at least part of the website. It is also not considered appropriate to use company time for social networking.

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- DO use the computers for research, projects or to connect with others in a positive manner.
- DON'T search for illegal, crude, rude, crass and inappropriate things.
- DON'T harass others. No one wins in an online harassment situation.
- DON'T copyright, infringe or plagiarize, or download anything illegally. Think about it.

- IF you have to wonder if the site you want to use is appropriate, it probably isn't.
- IF you should happen upon a site (perhaps you typed the link wrong) and the site has gross content, make a note of the URL and leave the site immediately. Report this to the IT department thru the [myUSA](#) portal [IT](#) tab.

Violation of the above policies will result in a referral to the Professional Misconduct Committee or the University Harassment Committee and/or other appropriate measures.

Use of Phone System

Use of the phone system should be limited to business needs only. An exception to this would be any emergency phone calls (both placing and receiving). Do not make personal long distance phone calls using the University phone system.

Policy on Peer-to-Peer (P2P) File Sharing

The University of St. Augustine is committed to avoiding misuse of its computer network, including use of the computer network to violate the Copyright Law of the United States. All students, faculty, and staff should have a basic understanding of the Copyright Law. Please refer to employee, faculty and student handbooks for more information on the university copyright policy.

Campus computer networks have been popular sources of reproduction and distribution of illegal music, movies, television shows, pictures, and software through the use of peer-to-peer (P2) networks. When the University of St. Augustine receives a formal complaint from a copyright holder, we notify the individual involved and pass along any information received from the copyright holder to that individual. We do not supply any information to the copyright holder about the individual involved unless a valid subpoena is presented.

Active efforts are in place to prohibit the use of illegal file sharing and the University of St. Augustine employs Open DNS filtering which blocks access to all known file distributions sites.

EMAIL NETIQUETTE

Email can be an easy and convenient way to communicate with faculty and staff. You should remember that emails can be easily misinterpreted. In order to insure that your message is sent in a professional and thoughtful manner, please consider following proper netiquette and use these guidelines when composing your email.

1. Proof your emails:
 - a. For spelling
 - b. Grammatical accuracy
 - c. Use of vocabulary
 - d. Composition
2. Don't email your professor asking for notes or handouts that you have misplaced. If you miss class or lose your notes, contact your peers. Inform a friend in the class that you will need her/him to pick up any handouts and to any changes to the syllabus that you will miss because of an absence.
3. Don't email your professor asking (or complaining) about your grades. If you want to discuss the grade on an assignment, make an appointment to speak with your professor or contact them during office hours. Also, don't email your professors asking if they have finished grading a particular assignment. Instructors will return papers as soon as they are graded. The same goes for final grades. Professors are not permitted to inform individual student of their final grades via email nor should they be expected to explain how a final grade was calculated. That's the purpose of providing grading polices on the syllabi.

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4. Think about what you are asking for before emailing. Make sure that the answer to your question isn't readily available elsewhere.
5. Treat your faculty/staff (and fellow students) with respect, even in email. Use your professors' proper title unless you are specifically invited to do otherwise.
6. Don't email a draft of your assignment to your professor for review. If you want guidance on completing an assignment, make an appointment to talk on the phone during office hours. Emailing your assignments to your professor asking for an informal review is a way of saying "My time is more valuable than yours; tell me exactly what I need to do to get a good grade."
7. Don't expect an immediate response to your email. In some cases, the recipient may not have access to information about your question, unless they are in the office. Twenty-four or even 48 hours is a standard window for an email response during the business week.
8. Don't wait until a day or two before a trimester-long project is due to ask for feedback or advice on the project. Doing so reflects poorly on you.
9. You are what you email. Your email messages to faculty or staff help shape their professional opinion about you. In some settings, email is the primary means by which they will be able to form an opinion about you. Remember that you may find yourself asking a professor to write a letter of recommendation for employment, graduate school, or a scholarship. Every communication that you have with your professors will contribute to the impression that they form of you. Make sure that it's a positive one. Read each email twice before sending.
10. Closely related to the previous tip-consider your audience. The persona you use when you are instant messaging friends is usually inappropriate for communication with faculty and staff, where a higher degree of formality is expected.
11. Check your syllabus and/or handbook before asking unnecessary question. Professors, who have to balance an enormously demanding schedule – including course preparations, paper grading, committee meetings, and other types of appointments may take umbrage at being asked to provide information that has already been made available.
12. Use proper grammar, spelling and punctuation. Whatever professional field you enter, adherence to basic writing skills will serve you well. By ignoring such basics, you risk making a negative impression, which will be extremely hard to erase.
13. Include a detailed subject line. Never leave the subject line blank, and if you are responding to an old message with an outdated subject line, replace it with the current subject.
14. Keep your message concise and precise. If you find yourself writing more than two or three brief paragraphs, consider making an appointment.
15. Don't use all CAPITAL LETTERS or overdo punctuation!!!! This common practice is the online equivalent of yelling and is considered by many people to be very rude.
16. Avoid angry outbursts. Do not send or reply to a message when you are angry. Wait until you have calmed down, and then compose the email.
17. Lay out your message for readability. Use spaces and breaks between paragraphs and long sentences to make your messages easier to read.
18. Provide your full name at the end of every email.

This work was adapted from: <http://www.elearnmag.org/subpage.cfm?section=articles&article=62-1>

It is being used with permission from the authors: Denise D. Knight and Noraly Masselink, State University of New York at Cortland.

Applies to all University of St Augustine for Health Sciences Students

WELLNESS CENTER POLICIES AND PROCEDURES (Applies to Florida and California campuses only)

Mission Statement

The mission of the University of St. Augustine's Wellness Center is to provide an environment that promotes and facilitates a healthy and productive lifestyle in our students, faculty, staff, and ultimately our clients and local community. This will be achieved by (a) development of programs that will allow the University philosophy on health and wellness to become a reality and (b) providing a state of the art wellness facility that will include wellness related testing/screening and quality instructions in the various domains of wellness.

Wellness Center Activity/Lab Fee

The University of St. Augustine is committed to wellness. The students are expected to share in that commitment. The wellness center activity/lab fee is a **term-based** fee. Although the wellness center activity/lab fee will include personal use of the wellness center, it also includes activities and labs that will be performed in the wellness center throughout the curriculum.

Entry-level Students Only: Because the wellness center activity/lab fee is a yearly fee, it will be paid whether or not the student is out on internship. Based on student feedback, the yearly fee is broken down per trimester to be less of a financial burden.

If the student graduates during a year the fee will be prorated to reflect that. If the student withdraws from all course work during a trimester or takes a leave of absence, the wellness center activity/lab fee will be refunded or credited in accordance with the student activity refund policy in this handbook. Part-time students will pay the full yearly fee. See individual program for additional information.

Flex/OPA Students Only: Please see more information regarding the fees under the Flex/OPA sections of this Handbook.

Off Campus Students: The Wellness Center is available to all EdD, DHSc, OTD and t-DPT students while on the campus. Visiting students may purchase a daily pass and must adhere to all rules, regulations, policies and procedures that apply to members.

Eligibility for Wellness Center:

Only eligible participants (see below) will be allowed entrance into the Wellness Center unless pre-arranged with the Director of the Wellness Center. This includes "tours" or people desiring to "look around." The California wellness center does not allow non-USA related individuals to use the facilities.

All Wellness Center participants **MUST** present photo identification to Wellness Center staff and sign in and out for each visit using his/her Wellness Center badge identification. It is advised that participants consult with a medical physician prior to starting an exercise program. Written clearance from a medical physician may be required. Prior to the first visit, participants must complete a Physical Activity Readiness Questionnaire (PAR-Q) and submit it to the Wellness Center staff for review. A participant may be required to fill out an additional medical history questionnaire and a medical release waiver form prior to participation.

Students – Current entry-level students of the University of St. Augustine will use the Wellness Center for lab activities in various courses throughout the curriculum. Students may also use the Wellness Center for personal fitness. The fee associated with the Wellness Center is included in a yearly activity fee. As a courtesy this fee will be broken down and paid per trimester.

Distance Education Students – The Wellness Center is available to all Distance Education students while on the campus. Visiting students may purchase a daily pass and must adhere to all rules, regulations, policies and procedures that apply to members

Applies to all University of St Augustine for Health Sciences Students

Employees – Employees of the University of St. Augustine have access to the Wellness Center for personal use. Faculty will have access to the Wellness Center for course related activities if pre-arranged with the Director of the Wellness Center. Employees are charged a fee for the Wellness Center.

Spouses of employees and of students - Spouses of University of St. Augustine employees and students are able to join the Wellness Center at a discounted rate.

Florida campus Wellness Center:

First Coast Rehabilitation Employees – First Coast Rehabilitation Employees have access to the Wellness Center for personal use for a fee. They may use the facility as it relates to patient care if pre-arranged with the Director of the Wellness Center.

First Coast Rehabilitation Former Patients - Patients that are discharged from First Coast Rehabilitation have an opportunity to continue exercising and maintaining a healthy lifestyle by joining the Wellness Center at a discounted rate.

Cardiac Rehabilitation (maintenance phase) - Cardiac patients that have completed phase II and possibly phase III of cardiac rehabilitation are candidates for joining the Wellness Center at a discounted rate.

Flagler Hospital Benefits Eligible Employees - Benefits eligible employees can join the Wellness Center at a discounted rate.

Public Memberships - Public memberships may be available based on space. Daily rates for visitors are available.

Age Policy:

The University of St. Augustine Wellness Center is an adult facility. Participants and members must be 25 years of age or older verified by photo identification.

Exceptions include:

- University employees, students, and spouses
- First Coast Rehabilitation employees and patients
- Participants in a University community outreach event

California Wellness Center Usage Policy:

Any current employee or student of the University of St. Augustine-San Marcos (USA-SD) campus may use the Wellness Center at any time (within operating hours of the building) as long as he/she is **WITH** another current employee or student of USA-SD.

There **MUST** be at least two (2) people present in the Wellness Center at all times in order to exercise.

Wellness Center participants must scan their ID badge upon entering the Wellness Center. Any violation of this policy, or any other Wellness Center policy, will result in disciplinary action including, but not limited to, referral to professional misconduct and/or suspension or revocation of Wellness Center membership.

Guest/ Visitor Policy:

Based on space availability, visitors may purchase a daily pass. Visitors must adhere to all rules, regulations, policies and procedures that apply to members.

Personal Trainers:

Currently, personal trainers are not available or provided by the University of St. Augustine. Members may bring their own personal trainer. The personal trainer will fall under the Guest/ Visitor policy.

Proper Wellness Center Attire:

Applies to all University of St Augustine for Health Sciences Students

Appropriate athletic attire is required to prevent unnecessary wear and tear on the equipment and maintain modesty and comfort of participants. Shirts that cover the chest and back areas and shorts or workout pants must be worn at all times. Jean material, belts, and clothing with metal rivets are not permitted. Shorts of appropriate length should extend to the finger tips when arms are held at side. Spandex shorts may be worn if worn under athletic shorts of appropriate length or with a long T-shirt (extending to finger tips). Athletic closed toed shoes are required. Athletic shoes with non-marking soles are required for the group exercise room. A bathing suit or athletic attire designed for aquatic use must be worn in the pool at all times.

Rules for Different Areas of the Wellness Center:

The Wellness Center is comprised of several different areas. These areas include: fitness/ exercise floor, free weight/ functional training area, pool, juice bar, locker rooms, medical exercise area, group exercise room and the fitness testing room. All areas require compliance with the Code of Conduct. Each area also has specific rules that apply to that area. These rules are posted in the appropriate area and must be followed.

Alcohol/ Tobacco Policy:

The University of St. Augustine is a smoke-free campus. Alcohol or individuals under the influence of alcohol are not permitted in the Wellness Center. Individuals who appear to be under the influence of alcohol or other drugs will be asked by the Wellness Center Staff to leave to maintain a safe environment.

Food/ Beverage Policy:

Beverages in closed spill proof containers may be consumed in the Wellness Center. Food may be consumed in the juice bar area only. Gum is prohibited in all areas of the Wellness Center.

Towel Policy:

Towels will NOT be provided by the University of St. Augustine. Wellness Center participants are expected to bring their own towels. In addition, the University will not provide toiletries necessary for showering. Participants wishing to shower should bring and take home necessary toiletries.

Locker/ Personal Item Policy:

Due to the limited number of lockers, lockers are available for daily use only. Participants must bring their own locks. The locks and contents of the locker must be emptied daily (following your work out session). Locks that remain on lockers by the end of the day will be cut and removed. The contents of the locker will be placed at the front desk lost and found.

All backpacks and gym bags must be placed in a locker. Small personal items may be kept with you. The University of St. Augustine is not responsible for lost or stolen items. Staff members are not permitted to hold ANY personal items of participants including valuable items.

Lost and Found Policy:

Items that are found should be given to the Wellness Center Staff. There will be a lost and found drawer at the front desk. Items not claimed within 7 days will be donated to charity.

Music Policy:

The Wellness Center staff is responsible for controlling the type of music and volume level. Music played will be determined based on the population using the facility at a given time. Personal head sets are welcomed in the Wellness Center but the use of radios/ portable stereos will not be permitted.

Injury/Incident Policy:

Participants are required to report all accidents, incidents or injuries immediately to the Wellness Center Staff. Wellness Center staff will take proper action. A First Aid kit is available at the front desk. Wellness Center Staff are CPR certified and have received AED training. In the event of an emergency, Wellness Center staff will activate the emergency response system by calling 911, and beginning necessary intervention such as CPR and/ or use of the AED. Wellness Center staff is not permitted to transport injured victims. University administration will also be contacted ASAP.

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All accidents, incidents and injuries will require filling out an Incident Report by Wellness Center staff. Whenever possible, the injured person and a witness(es) should be present to fill out the report. A copy of the report will be provided to the University of St. Augustine.

In the event that an AED is attached to a person, even if no shock is delivered, an Event Summary will also be completed and submitted as per American Heart Association Emergency Response Plan for the University of St. Augustine.

Liability Release and Claim Waiver:

As per the student handbook, at the time of initial registration, students are asked to sign a general waiver of liability form on behalf of the University prior to their participation in any athletic or extracurricular event while a student at the University of St. Augustine. This Liability Release, Claim Waiver and Indemnification Form described above also pertains to any and all participation in the Wellness Center. If you have not previously filled out this form, you must do so prior to any participation in the Wellness Center.

Emergency Plan:

In the event of an emergency or natural disaster, participants will follow the evacuation procedures that are posted and the procedures that are contained in the University Emergency Action Plan Manual. A copy of this manual will be available for viewing at the front desk of the Wellness Center or may be obtained by contacting the Student Services Office of the University.

Code of Conduct:

The Wellness Center staff will enforce a code of conduct to maintain safety and service that all participants must follow. At the discretion of Wellness Center Staff, a member and/or guest will be asked to leave the facility if their conduct necessitates such action. Behaviors that are contrary to the policies and procedures, unsafe, irresponsible, disrespectful (to others or University property) are considered to be in violation of the Code of Conduct. Examples include, but are not limited to: spitting on floors, vandalism, yelling, fighting, dropping weights, threatening others and damaging equipment.

Failure to comply with the Policies and Procedures of the University of St. Augustine Wellness Center (including all posted rules in the facility) will result in the participant being required to leave the facility. Additionally, subsequent access to the facility may be suspended for a designated period of time or revoked and fees forfeited. Students may also be referred to the honor council/ professional misconduct.

Applies to all University of St Augustine for Health Sciences Students

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Entry-Level

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UNIVERSITY OF ST. AUGUSTINE

FOR HEALTH SCIENCES

A Letter from the Program Directors

Dear Student and Future Therapist,

On behalf of the faculty and the staff of the University of St. Augustine for Health Sciences we welcome you. You have selected an outstanding program from which to receive your occupational and/or physical therapy education.

Each of your faculty members has made, and will continue to make, a difference in occupational and physical therapy education and practice. This is a caring faculty. They will work with you to help you become competent clinicians and professionals. In addition, each student will be assigned an advisor who will have the responsibility of making sure that you are counseled in regard to academic affairs and professional development.

Our programs abide by the standards of the Accreditation Council in Occupational Therapy Education (ACOTE) and the Commission on Accreditation in Physical Therapy Education (CAPTE). As the nation's first proprietary school of occupational and physical therapy, we are unique. Our dynamic, integrated curricula, one of the most interdisciplinary in the nation, is designed to ensure that occupational and physical therapists learn together and practice together to more effectively contribute as members of health care teams. Because of this integration and philosophy, the university is the only school in the nation to offer a dual degree option in which a student can earn degrees in both occupational and physical therapy.

Again, we welcome each of you to the University. Regular meetings will be scheduled with student body representatives, but if you have any questions regarding our Student Handbook, Catalog, or any other activities, please do not hesitate to call or make an appointment to stop by our offices.

Sincerely,

Florida:
 Karen S. Howell, PhD, OTR/L, FAOTA
 Program Director of the entry-level
 Florida MOT Program
 Co-Director of Dual Degree Option Program

California:
 Judith Olson, PhD, OTR/L
 Program Director of the entry-level
 California MOT Program
 Co-Director of Dual Degree Option Program

Texas:
 Patricia King, PT, PhD, OCS, MTC
 Director of Physical Therapy Program
 Texas DPT Program
 Texas Campus Director

Florida:
 Jeff Rot, PT, DHSc, OSC, MTC, FAAOMPT
 Program Director of the entry-level
 Florida DPT Program
 Co-Director of Dual Degree Option Program

California:
 Ellen Lowe, PT, PhD
 Program Director of the entry-level
 California DPT Program
 Co-Director of Dual Degree Option Program

MISSION STATEMENTS AND PROGRAM OUTCOMES/GOALS

Master of Occupational Therapy

The mission of the University's MOT program is to graduate a diverse population of practitioners who have the skills necessary to analyze human occupation and to implement science-driven and evidenced-based interventions that promote quality of life for the clients whom they serve. The graduates will contribute to their profession and to a global society through their competence, ethical standards and professionalism.

Program Learning Outcomes

Knowledge

- The graduate will demonstrate their knowledge of the ways to be engaged in lifelong learning.
- The graduates will effectively locate, understand critique and evaluate evidence-based information in order to be an effective consumer of research and to participate in research.
- Graduates will know their own roles through the Scope of OT Practice and the roles of others on the health care team; they will recognize the need for collaboration and teamwork and when to refer to others.
- The graduate will demonstrate their knowledge of appropriate professional communication for a variety of settings and situations.
- The graduate will demonstrate knowledge of AOTAs Code of Ethics and Ethics Standards and AOTA Standards of Practice and use them as a guide for ethical decision making, demonstrating professional behaviors including honesty and integrity.
- Graduate will know how to conduct strategic planning and occupational therapy program development and evaluation. Graduate will know how to be advocates for the profession and influential leaders for health care legislation.
- The graduate will know effective clinical reasoning to use various evaluations and intervention strategies with a wide range of occupational therapy clients.

Skills

- The graduate will use the skills in information literacy, teaching peers and clients, and identifying a plan for self-improvement.
- The graduate will access resources and interpret information correctly to develop evidence-based interventions.
- Graduates plan of care will include appropriate team members, referrals when appropriate. They will communicate their role accurately to others and engage in interdisciplinary communication.
- The graduate will demonstrate the skills for positive and culturally competent communication.
- The graduate will consistently adhere to the AOTA Code of Ethics and demonstrate professional behaviors during client interactions.
- Graduates will use leadership and advocacy skills in professional practice and to contribute to our society.
- The graduate will have the skills needed to independently use logical, creative occupational therapy skills to solve problems for their clients.

Attitudes

- The graduates will value life-long learning through intellectual inquiry.
- The graduate will value the use of evidence in order to make clinical decisions that are in the best interest of the client.
- Graduates will embrace the value of inter-professional education and teamwork.
- The graduate will value the importance of optimal professional communication and building rapport with all types of people.
- The graduate will value professionalism and ethical behavior.
- Graduates will value being leaders and contributors to the profession of occupational therapy.
- The graduate will value clinical reasoning that promotes flexible and creative problem solving

Doctor of Physical Therapy

The mission of the University's DPT program is to graduate competent, versatile, reflective, empathetic and autonomous practitioners who by virtue of their critical thinking and active learning skills, clinical experience, diagnostic proficiency, ethical and behavioral standards and commitment to professionalism, will be prepared to assist and direct the patient or client in achieving optimum function. These practitioners will contribute to their practice and society through continued professional growth and personal example of a healthy and productive lifestyle.

Program Learning Outcomes

- Prepare autonomous physical therapists who will utilize evidence-informed critical inquiry and effective clinical skills in the examination diagnosis, and intervention to optimize participation across the lifespan.
- Graduate physical therapists who demonstrate empathetic, professional, and culturally competent behavior that supports cooperative relationships with patients/clients, other health care providers, and the community.
- Promote commitment to personal and professional development and lifelong learning activities related to a healthy and productive lifestyle.
- Prepare doctoral graduates who can contribute to the growth and development of physical therapy practice through ethico-legal administration of services, patient advocacy, dedication to service to the profession and the community.

Dual Degree Option Program (Master of Occupational Therapy and Doctor of Physical Therapy)

Program Learning Outcomes

(from Master of Occupational Therapy Program Learning Outcomes)

Knowledge

- The graduate will demonstrate their knowledge of the ways to be engaged in lifelong learning.
- The graduates will effectively locate, understand critique and evaluate evidence-based information in order to be an effective consumer of research and to participate in research.
- Graduates will know their own roles through the Scope of OT Practice and the roles of others on the health care team; they will recognize the need for collaboration and teamwork and when to refer to others.
- The graduate will demonstrate their knowledge of appropriate professional communication for a variety of settings and situations.
- The graduate will demonstrate knowledge of AOTAs Code of Ethics and Ethics Standards and AOTA Standards of Practice and use them as a guide for ethical decision making, demonstrating professional behaviors including honesty and integrity.
- Graduate will know how to conduct strategic planning and occupational therapy program development and evaluation. Graduate will know how to be advocates for the profession and influential leaders for health care legislation.
- The graduate will know effective clinical reasoning to use various evaluations and intervention strategies with a wide range of occupational therapy clients.

Skills

- The graduate will use the skills in information literacy, teaching peers and clients, and identifying a plan for self-improvement.
- The graduate will access resources and interpret information correctly to develop evidence-based interventions.
- Graduates plan of care will include appropriate team members, referrals when appropriate. They will communicate their role accurately to others and engage in interdisciplinary communication.
- The graduate will demonstrate the skills for positive and culturally competent communication.

Entry-level Section

- The graduate will consistently adhere to the AOTA Code of Ethics and demonstrate professional behaviors during client interactions.
- Graduates will use leadership and advocacy skills in professional practice and to contribute to our society.
- The graduate will have the skills needed to independently use logical, creative occupational therapy skills to solve problems for their clients.

Attitudes

- The graduates will value life-long learning through intellectual inquiry.
- The graduate will value the use of evidence in order to make clinical decisions that are in the best interest of the client.
- Graduates will embrace the value of inter-professional education and teamwork.
- The graduate will value the importance of optimal professional communication and building rapport with all types of people.
- The graduate will value professionalism and ethical behavior.
- Graduates will value being leaders and contributors to the profession of occupational therapy.
- The graduate will value clinical reasoning that promotes flexible and creative problem solving.

(from Doctor of Physical Therapy Program Learning Outcomes)

- Prepare autonomous physical therapists who will utilize evidence-informed critical inquiry and effective clinical skills in the examination diagnosis, and intervention to optimize participation across the lifespan.
- Graduate physical therapists who demonstrate empathetic, professional, and culturally competent behavior that supports cooperative relationships with patients/clients, other health care providers, and the community.
- Promote commitment to personal and professional development and lifelong learning activities related to a healthy and productive lifestyle.
- Prepare doctoral graduates who can contribute to the growth and development of physical therapy practice through ethico-legal administration of services, patient advocacy, dedication to service to the profession and the community.

Master of Orthopaedic Physician Assistant

The mission of this program is to educate highly competent and compassionate Orthopaedic Physician Assistants who excel in meeting the health care needs of Orthopaedic Physicians across the United States.

Program Learning Outcomes

- Execute the skills necessary to assist in the triage, evaluation and treatment of patients with orthopaedic injuries and diseases
- Perform standardized and non-standardized evaluation and assessment procedures for clients with orthopaedic conditions across the lifespan
- Utilize effective clinical reasoning, judgment, and differential diagnosis skills to collaborate with a medical team on the best approach to comprehensive treatment
- Plan evidence-based non-surgical and pharmacological treatment approaches in assisting the orthopaedic surgeon
- Demonstrate technical skills for a wide variety of orthopaedic procedures and the ability to assist with orthopaedic surgeries
- Establish clearly written and verbal communication skills during patient interactions, professional communications and for documentation purposes
- Value ethical, legal and regulatory responsibilities of the profession
- Demonstrate independent and life-long learning skills for contribution to the profession

STUDENT SERVICES

Tuition and Fees

See pages 9-11 for Tuition and Fees. All charges are subject to change. Student fees, textbooks, professional fees, health insurance, supplies and lab wear, will be extra. These extra additional costs are expected to be approximately \$5,000 for each program but are subject to change.

Candidates are required to submit a \$500 deposit when notified of acceptance into a program. This deposit is deducted from the first trimester tuition balance. If the University receives notification of cancellation before the start of classes, a partial refund of the deposit will be returned to the student (see Refund policy). All tuition is payable in full on the registration date established for the applicable trimester. The remaining balance for the first trimester tuition is due on registration day.

After the first trimester, any tuition balance not paid at the time of trimester registration will receive a 10% late penalty. Both tuition and late penalty must be paid in full no later than the close of business on the last day of the week in which classes begin. Students will be removed from class after this point if not paid in full. The only exception is for students whose financial aid has been delayed through no fault of their own.

Campus Access Fee

Each student at the Florida and California campuses is assessed a \$160.00 campus access fee every term. The fee includes the campus access, wellness and portal access fees. Each student at the Texas campus is assessed a \$60.00 campus access fee every term. The fee includes the campus access, and portal access fees. This fee is subject to change. (For Flex and MOPA Tuition and Fees see individual sections).

Payments

Students may pay tuition and fees for each trimester either by personal check, cash, or major credit card (VISA and/or MASTERCARD). Loan disbursements for existing loan programs are also accepted. The use of credit cards to pay for tuition will only be accepted when a current loan disbursement is not being utilized. Students who wish to pay tuition via credit card, who have received a current loan disbursement, need to secure a cash advance check issued by VISA and/or MASTERCARD. All personal checks accepted in payment of tuition will be processed twice. Once upon receipt, and, if not cleared, once more, if such check is not approved for payment by the bank because of insufficient funds or other circumstances which do not allow clearance, it will be returned to the issuer along with a \$30 service charge imposed by the University to cover handling and service fees. This service charge will be imposed each time the check is not approved for payment by the bank. **THERE ARE NO EXCEPTIONS TO THIS POLICY.** Any subsequent tuition payments made by the student for the trimester in question must be made in the form of a certified check or bank money order before acceptance by the University.

All tuition payments will be deducted directly from a current loan disbursement (before distribution to students). Any excess loan proceeds after tuition and fees will be refunded to the student after the beginning of each trimester.

Full-time/Part-time Status

Students are considered full-time if they are taking twelve (12) credit hours or more. Students taking less than twelve (12) credit hours are considered part-time and tuition will be calculated by the credit hour. A student taking less than six (6) credit hours is not entitled to federal loans.

Tuition Refund Policy for Florida and California Campuses

This refund policy follows the standards set out by the Accrediting Commission of the Distance Education and Training Council, and additionally for the California campus, the Bureau for Private and Post-Secondary Education (California).

If notification to withdraw from the University is submitted within the one (1) week (seven-day grace period) of acceptance and submission of the tuition deposit, a full refund of the tuition deposit will be returned to the student.

A partial refund of the deposit will be given if a student provides notification to withdraw from the University up to 60 days prior to the start of the trimester courses and after the initial seven-day grace period. This partial refund will be \$300 for the Florida campus and \$400 for the California campus. The university retains \$200 as an administrative fee on the Florida campus and \$100 on the California campus.

If a student submits notification to withdraw from a course (or the program) after the stated term start date, the following formula will be used to determine the tuition refund.

Published Length of Course	Refundable Tuition Due After
11-15 weeks	1st week = 80% 2nd week = 70% 3rd week = 60% 4th week = 50% 5th week = 40% 6th week = 30% 7th week = 20% 8th week = 10% 9th week = 0%

Trimester fees, sales tax and Student Activity Fee are 100% refundable if said notification is received up to eight (8) weeks after the first day of a trimester. There is a \$200 administrative fee for all course or trimester withdrawals on the Florida campus and a \$100 administrative fee for all course and trimester withdrawals on the California campus.

If notification to withdraw is received after the eighth week, there will be no refund of tuition.

For students who receive federal financial aid and who withdraw from a course on or before 60% of the term has elapsed, USA will calculate according to federal regulations, any disbursed amounts that must be returned to the Title IV programs.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Tuition Refund Policy-Texas Campus

This refund policy follows the standards set out by the Accrediting Commission of the Distance Education and Training Council and the Texas Workforce Commission. In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 0611.

1. Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or

- (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the seven-day cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
 4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.*
 5. Refunds for books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
 6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program. For residence or synchronous distance education courses more than 12 months in length, the refund shall be applied for each 12 month period paid, or part thereof, separately.
 7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.**

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one (1) of the following options for each program in which the student is enrolled:

 - (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

- (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

*The refund is based on the precise number of clock hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.

The Texas campus is not Title IV approved. Once the Texas campus is Title IV approved by the U.S. Department of Education the following return of funds policy would apply.

U.S. DEPARTMENT OF EDUCATION RETURN OF FUNDS POLICY: U.S. Department of Education regulations prescribe that when a student receiving Federal student financial aid withdraws, any Federal student aid funds attributable to time after the last date of attendance (pro-rated on a daily basis) must be returned, unless the last date of attendance occurs after the 60 percent point in the term for which the student was charged. These regulations operate independent of the refund policy set forth above. This means that the University may be unable to retain enough of a student's Federal student aid to cover the student's charges under the refund policy. If so, the required return of funds will be made, and the University bills the student for any shortfall. All refunds are made within 30 days of the date the University determines that the student has withdrawn.

Cancellation Policy – Texas Campus

A full refund will be made to any student who cancels the enrollment contract within seven days after the enrollment contract is signed or within the student's first three (3) scheduled class days.

Students Right to Cancel – California Campus

Students at the California campus have the right to cancel their enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when the student has given written notice to the Admissions or Student Services office.

Emergency Leave

A student may be granted up to two (2) weeks of emergency leave by the Program Director. After this time the student can return to classes but is responsible for the material covered in all classes during this leave time. If the emergency leave extends beyond two (2) weeks, the student will be required to take a leave of absence (see below). Under such circumstances, the student's tuition will be applied to the following trimester.

Leave of Absence

To request a leave of absence, a student must complete a Leave of Absence request form located on the [myUSA](#) portal [Students](#) tab and forward to the Program Director for approval.

- An approved Leave of Absence is restricted to a cumulative total time of three (3) trimesters. Leave may be taken for one (1) trimester at a time or for an entire calendar year but not more than a total of one (1) calendar year. Leave taken at any time during a trimester is considered as an entire trimester of leave and students must retake the entire trimester of course work. A year-long leave begins from the date of the beginning of the trimester of the leave of absence. A student must notify the Registrar of his/her intention to return to the program at least thirty (30) days before the start of the term.
- Scholarship students who are granted an approved leave of absence for academic reasons forfeit any scholarship funds upon their return. Scholarship students who are granted an approved leave

of absence for medical reasons, the scholarship will be suspended and resumes upon their return from the leave of absence.

- Currently enrolled students who are granted an approved leave of absence may hold any balance in his/her account to be applied toward future tuition only for a period of one (1) year from date of issue for non-governmental funds. Governmental funds will be returned per Title IV regulations. Any funds on account, which remain after one (1) year from date of issue, are forfeited. Fees and sales tax are non-refundable in the event of an approved leave of absence.
- If a student is approved for a leave of absence within two (2) months of the beginning of a term, a credit in the amount of tuition paid for that trimester less any refunds will be applied to their account and available for use up to one (1) year from the date of LOA. This credit is forfeited after one (1) year. Governmental funds will be returned per Title IV regulations.
- Students should be aware that any leave from the university may have a financial aid impact and should consult with the Financial Aid Office. In compliance with federal regulations, for federal financial aid purposes, a leave of absence is treated the same as a withdrawal. If you are considering taking a leave of absence, please be aware of the following:
 - In accordance with financial aid regulations, a leave of absence cannot exceed 180 days. If your leave of absence exceeds 180 days your loan will go into repayment status.
 - You must make a written request to be granted a leave of absence. The Leave of Absence request form is available on the *myUSA* portal Students tab.
 - You will be required to complete exit counseling prior to beginning an approved leave of absence.
 - It will be necessary to reapply for loans upon return to school.
 - You must notify the Financial Aid Office upon your return to school so that your lender, guaranty agency, and National Student Loan Data System, (NSLDS) can be notified.
- The University reserves the right to re-assess the “Essential Functions for Occupational Therapy, Physical Therapy and Orthopaedic Physician Assistant” of any student returning from any leave of absence and to decline or conditionally approve their resumption of classes if they are unable to meet the essential functions with reasonable accommodations.
- Upon returning from a leave of absence, a student who has been receiving reasonable accommodations must reapply to the Disabilities Committee to have accommodations reinstated.
- If a leave is greater than one (1) year, a student is no longer considered enrolled and must re-apply as a prospective student to the University of St. Augustine for Health Sciences.

Termination of Enrollment – Texas Campus

The school shall terminate the enrollment of a student who accumulates the lesser of the following amounts of absences:

- (1) more than 10 consecutive school days;
- (2) more than 20% of the total course time hours in a program with course time of more than 200 hours;
- (3) more than 25% of the total course time hours in a program or individual class with course time of 41 to 200 hours;
- (4) more than 25% of the total course time hours for seminars, individual classes, or programs with course time of 40 hours or less; or
- (5) any number of days if the student fails to return as scheduled from an approved leave of absence.

Textbooks

The University works with EdMap, an online book supplier, to provide textbooks for University of St. Augustine students. To order textbooks, visit www.usahealthsciencebooks.com or call EdMap directly at 800-274-9104 or 740-753-3439. For additional information see page 14.

Transfer Credits

Transfer of graduate credits previously earned from another accredited degree granting institution is limited to a maximum of 15% of the total number academic credits for the degree. For additional information see page 20 (Transfer Credit Request).

Substitution of Coursework – Pre-requisite coursework only

Substitution of coursework only applies to pre-requisite admission courses. Applicants may petition the Director of Admissions to substitute a similar course or group of courses for a prerequisite. The petition should include a catalog course description and a syllabus. Approval for substitution depends on course level and content as compared to the pre-requisite course. The Director of Admissions, in collaboration with the Program Director, will determine if the substitution is approved or denied and will notify the applicant of the decision.

Student Loans

The University is concerned about the financial wellbeing of its students. The cost of attendance varies per program and possible accumulation of student loan debt could result in a student borrowing upwards of \$158,153.00 to complete the program. Program cost details and Financial Counseling is available through the Financial Student Aid department and the *myUSA* portal links, we strongly recommend student counseling prior to applying for loans. The purpose of this counseling is to speak about financial management principles and how best to utilize loan options for students.

Health Records

Each student is required to provide a completed Student Medical Record form to be kept on file by the Clinical Education Office. Failure to submit the student medical record form will prevent the student's participation in practicum, internship, and fieldwork clinical experiences. Detailed instructions regarding required medical records are sent to new students prior to registration. Required medical forms are due to the Clinical Education office within four (4) weeks of registration.

Student Membership in Professional Associations

All University of St. Augustine students must be members of their respective professional associations (APTA, AOTA or ASOPA). Dual students will be members of both professional associations (MOT during first 6 trimesters, DPT during last 4 trimesters). Current students will be asked to show proof of membership each term as part of the practicum courses. For the California Campus: MOT students will also need to provide evidence of membership in the Occupational Therapy Association of California (OTAC).

Student Associations

The first trimester students will be assessed a one-time mandatory student activity fee of \$20.00. This fee is subject to change.

Examples of activities covered by the student association fee include but are not limited to:

- Authorized University functions
- Community Awareness Programs
- Miscellaneous pre-approved events

This fee is allocated for campus-based student professional associations. Physical therapy students will be members in the Student Physical Therapists Association (SPTA) organization. Occupational therapy students will be members in the Student Occupational Therapy Association (SOTA) organization. Dual degree students will be members of SOTA in the first half of the dual degree program and SPTA in the second half. Orthopaedic physician assistant students will be members in the Student of Orthopaedic Physician Assistants Association (SOPAA). Student representatives from each class and both programs meet monthly with Program Directors to share information and discuss concerns.

All student events are to be coordinated through these associations with all allocated monies to be controlled by the SPTA, SOTA and SOPAA organizations. All functions/events involving the University or the use of its name require prior review and written approval by (1) the respective Program Director

and (2) the University's Director of Marketing. Possible examples of University-sanctioned events might include community/charitable events such as the annual 5K Run and University or departmental picnics/celebrations. A student-organized off-site baseball team would be an example of a non-University event that could be supported by the student associations, but would need approval if the university name was used.

The SPTA, SOTA and SOPAA organizations operate independently, however, financial support may be provided upon agreement of the supporting organization. Any use of funds requires two (2) signatures from current officers of the respective organizations.

Student Advisors

A faculty advisor will be appointed for each student. This advisor will serve in two capacities. The first is to advise the student on academic matters, and the second is to assist in professional development. Should a student wish to change advisors, they should meet with their respective program director.

Lockers

On the Florida and California campuses, lockers are not assigned and are therefore on a first-come, first-served basis. On the Texas campus, lockers will be assigned. Students must supply their own locks and remove these locks at the end of each term. All lockers are subject to search at any time as they are considered university property.

Lockers are located in the following locations:

- California campus: Hallway by the library on the California campus.
- Florida campus: Academic building in the first floor lavatories
- Texas campus: Building 1 on the upper level near the amphitheater classroom.

COMMUNICATION

Counseling

Clinical psychologists under contract to the University can provide a variety of services to include peer counseling, crisis intervention, mental health programs, consultative services, assertiveness training workshops, anxiety management seminars, leadership development seminars, and interpersonal skills building workshops. If you are in need of their services, you may contact their office directly at the address below. If a student is referred for counseling by the Program Director, the first two (2) visits will be covered at the University's expense. If a student refuses to go for counseling, the issue will be referred to the Professional Misconduct Committee. The costs of any additional visits are the student's responsibility.

Florida campus:
Psychological Services of St. Augustine
1100-1 S. Ponce de Leon Boulevard
St. Augustine, FL 32084
Telephone: (904) 824-7733

California campus:
For counseling information please contact:
Ellen Lowe, DPT Program Director,
elowe@usa.edu or
Judith Olson, MOT Program Director,
jolson@usa.edu or by phone at 760-591-3012

Texas campus:

<http://www.plumeriacounseling.com/>
<http://www.blueprintcounseling.com/>

Contact Patricia King, DPT Program Director at pking@usa.edu or Susan Reichert at sreichert@usa.edu or by phone at 512-394-9766 for additional information

Health Services

All students are required to carry health insurance. Proof of health insurance must be provided to the clinical education office each trimester. Information regarding health insurance policies for students is available from the Student Services Office. The university does not provide student health insurance.

For the Florida campus, Flagler Hospital has a twenty-four hour emergency service. The University also contracts with a Family Practice physician, Dr. James Connor, to provide non emergency care. Dr. Connor can be reached at (904) 824 8088 for an appointment. His office is located at 1851 Old Moultrie Road, St. Augustine. Additionally, there are local walk-in clinics that are equipped to provide emergency and non-emergency care. The University is not licensed to provide health care services.

For the California campus, Emergency service is available at Palomar Medical Center located at 555 E. Valley Parkway, Escondido, CA; Tri-City Medical Center also provides emergency services at 4002 Vista Way, Oceanside, CA 92056.

For the Texas campus, please contact Patricia King, DPT Program Director, pking@usa.edu.

Duplicating (Florida Campus only)

Students may request that the Faculty Office Assistant make copies that will be used for student presentations on or off campus. Last minute copying requests for student presentations may not be granted. To assure you will have your material in time, request copies 24 hours ahead of the scheduled presentation.

Student Parking Permit and Parking Policy

Car-pooling is strongly encouraged whenever possible.

Entry-level Students: All University of St. Augustine students who park on campus must display a current, valid parking decal. Each incoming student will be issued a parking decal at new student registration. This decal is valid while a student is enrolled at the university. The decal must be used only by the student to whom it was issued. Replacement or additional decals can be purchased in the University Gear Store for \$10.00.

New students must provide a copy of their vehicle registration as part of the new student registration.

Students are responsible for updating the Student Services office whenever any changes occur to their vehicle type or license tag. This can be done in person at the Student Services office or through the [myUSA](#) portal [Students](#) tab.

Students are required to permanently affix the decal to the back window on the driver's side of the vehicle; motorcycle decals must be permanently affixed to the front screen. If a valid decal is not displayed, the automobile will be subject to ticketing, booting or towing and any subsequent charges will be the student's responsibility.

Florida Campus: Students are not permitted to park in the North, West and South patient/visitor/staff/faculty parking lots during business days 8:00 am to 5:00 pm EST. Students who are parked in these lots will be issued a parking citation of \$25.00. The parking citation money will go to the ASPT and SOTA organizations. (Note: After 5:00 p.m. of each business day and during weekends, students may park in the West and South visitor/staff/faculty parking lots – see campus map). Students may park in front of the main entrance for a **maximum of 15 minutes** to deliver items to faculty/staff or pick up items. This policy is subject to change.

When resident classes are not in session but the University is otherwise open, students are required to use only the student parking lot so as not to interfere with regular business operations of the University.

Additional provisions of the University parking policy are:

- No parking is permitted along the curbs of the student parking lot
- No parking is permitted adjacent to University property – i.e. access and side roads and other business' parking lots
- No parking is permitted on the extreme northern facing parking spots “carved” into the Orthopaedic Associates space
- No double-parking is permitted
- Excessive speed in the student parking lot or in accessing University roadways is prohibited
- All automobiles must be locked while on University property
- All stop signs and stop bars are to be observed
- Parking in the gravel lot is permitted but may be limited due to other University functions.
- Students are not permitted to park in the parking spots on the driveway entering and exiting the university.
- Access to the student parking lot is via San Bartolo Avenue. Access through Flagler Hospital Emergency Room entrance road is prohibited.

California Campus: Students are permitted to park in any of the parking spots on the perimeter of the two buildings (excluding designated visitor, handicapped, or carpool spots). All students complete a parking registration form at registration and must keep this information up-to-date with the Student Services Office. All cars must have a university parking sticker and it must be displayed at all times.

Currently there is no charge for parking, but the University reserves the right to begin charging for parking in the future if it is deemed necessary.

Students are responsible for any parking tickets received from the city for improperly parking on the street.

Any students who are parked in unapproved spots in the parking lot will be issued a parking citation of \$50.00 by the university. The parking citation money will go to the respective student organization.

Additional provisions of the University parking policy are:

Entry-level Section

- No parking is permitted along the curbs Windy Point Drive, Borden Road, Windy Point or any street in adjoining neighborhoods
- No parking is permitted at the red curbs or in handicapped or visitor spots (unless you have the necessary designation)
- No double-parking is permitted
- Excessive speed in the parking lot is prohibited
- All automobiles must be locked while on University property
- All stop signs are to be observed

Because of city ordinances and traffic plans, alternative transportation is encouraged. These options include:

- Car-pooling is strongly encouraged whenever possible. To encourage this activity, premium parking spots between the two buildings are reserved for registered carpoolers. Registration for car pooling will be announced and a special sticker must be displayed on all vehicles used on-campus. Car pool groups must re-register at the beginning of each term with the university receptionist.
- Bike to school: Bike racks are available for individuals biking to school. Always secure your bike with an appropriately applied chain and lock
- Public Transportation: North County Transit offers a public transportation system called the Sprinter. The closest station to the campus is: San Marcos Civic Center Station (#12). It is about a $\frac{3}{4}$ mile from this station to the campus. There are currently no public bus options to the campus. Students can ride the sprinter and bike/walk to the campus. For more information about light rail, visit: http://www.gonctd.com/sprinter_stations.htm.
- Watch for special bulletins on the Transportation bulletin board in the Student Lounge Area. Information will be posted regarding sprinter schedules, ticket purchasing, and car pool opportunities.

Texas campus: Students are permitted to park in any of the parking spots on the perimeter of the two buildings, excluding designated visitor, handicapped, or carpool spots (unless the appropriate parking permit is displayed). All students complete a parking registration form at registration and must keep this information up-to-date with the Student Services Office. All cars must have a university parking sticker and it must be displayed at all times. All University of St. Augustine for Health Sciences students are responsible for any parking tickets received for improperly parking on the street. Any students who are parked in unapproved spots in the parking lot will be issued a parking citation of \$25.00 by the University. The parking citation money will go to the respective student organization.

Additional provisions of the University parking policy are:

- No parking is permitted at any time along the curbs of the student parking lot-
- No parking is permitted in handicapped or visitor spots without the appropriate designation.
- Students should not park on the streets surrounding the campus. It is important to be considerate and avoid causing problems for surrounding neighborhoods and business.
- No parking is permitted behind construction areas.
- No double-parking is permitted.
- Excessive speed in the student parking lot or in accessing University roadways is prohibited.
- All automobiles must be locked while on University property.
- All stop signs are to be observed.

FLEX/MOPA students Florida campus: Flex and MOPA students follow the same parking policy as entry-level student and may use the permanent University student parking lot. After 5:00 p.m. of each business day and during weekends, students may park in the North and West visitor/staff/faculty parking lots (see campus map on the [myUSA](#) portal [Students](#) tab).

FLEX students California campus: North County Transit offers a public transportation system called the Sprinter. The closest station to the campus is: San Marcos Civic Center Station (#12). It is about a $\frac{3}{4}$

Entry-level Section

mile from this station to the campus. There are currently no public bus options to the campus. For more information about light rail, visit: http://www.gonctd.com/sprinter_stations.htm. Students can ride the sprinter and bike/walk to the campus. There are bike racks available for individuals biking to school. Always secure your bike with appropriate applied chain and lock.

Student parking permits will be available at registration each trimester. Students are required to affix this permit to the driver's side rear of their vehicle and motorcycles are required to affix it to the front screen. If such permit is not display, automobile will be subject to ticketing, booting or towing and any subsequent charges the student's responsibility.

Students are permitted to park in any of the parking spots on the perimeter of the two buildings (excluding designated visitor, handicapped, or carpool spots).

Any students who are parked in unapproved spots in the parking lot will be issued a citation of \$25.00 by the university. The parking citation money will go to the ASPT organization. Students are responsible for any parking tickets received from the city for improperly parking on the street.

Additional provisions see Entry-level Students California Campus.

Vehicles parked in violation of University regulations are subject to being booted or towed without notice by the University with the student required to pay the boot fee or to contact the towing company to make arrangements to retrieve their vehicle and pay the towing fee.

ACADEMIC POLICIES AND PROCEDURES

EXPECTATIONS FOR STUDENTS IN PROFESSIONAL PROGRAMS

Graduate healthcare education prepares students for the professional skills of their discipline and develops the skills necessary to become a self-directed lifelong learner within the ever changing field of healthcare. This level of education requires a higher level of participation and commitment than is typically required of students in most undergraduate degree programs. In order to successfully progress through the academic program and transition into the role of a healthcare professional, it is important that students are self-directed in their learning and assume responsibility for their educational and professional growth and development. They should take the initiative to reflect on their own strengths and weaknesses, assess their own learning needs, identify available resources (human and material), and select and implement appropriate learning strategies. Students should relate prior academic or life experiences to new learning while recognizing that there is usually more than one answer or approach to most questions or problems. Students should exhibit high levels of self-reflection, self-motivation, engagement, intellectual curiosity, professionalism, and ethical standards. Students are expected to devote sufficient time and be committed to learning activities both in and out of the academic setting in order to be successful.

EXIT EXAMINATIONS

All students are required to pass the exit examinations. These exams are designed to test the retention and integration of cognitive and clinical skills. They are given prior to a student's scheduled graduation.

GOOD ACADEMIC STANDING, ACADEMIC PROGRESSION, RETENTION, WARNING AND PROBATION, SATISFACTORY ACADEMIC PROGRESS

University of St. Augustine students have **maximum time frames** to complete their graduation requirements:

- Full-time DPT students have a maximum of 11 trimesters;
- Part-time DPT students have a maximum of 14 trimesters;
- Flex students have a maximum of 18 trimesters;
- MOPA students have a maximum of 9 trimesters;
- Full-time MOT students have a maximum of 9 trimesters;
- Part-time MOT students have a maximum of 12 trimesters.

The role of the Academic Progression and Retention Committee (APRC), in conjunction with the Student Services Office, is to mentor each student's academic progress throughout the curriculum. Grades from each faculty member are submitted to the APRC at midterm for their review. At the end of each trimester, grades are submitted to the Registrar. The Registrar will notify students who are placed on probation or are dismissed from the respective academic program of their status. The student's advisor and the respective Program Director are also notified.

Good Academic Standing Status

Prior to completion of 58 credits, it is expected that a student will meet the following minimum criteria:

- Complete at least 75% of all credits attempted each trimester
- At the completion of the 1st trimester (or 17 credit hours for OT and PT, 15 credit hours for OPA) have a GPA of 2.0
- At the completion of the 2nd trimester (or 36 credit hours for OT and PT, 34 credit hours for OPA) have a GPA of 2.3

Failure to meet any of the above criteria will result in the following actions:

- Students will be issued an Academic Warning and will be required to meet with their faculty advisor to develop a plan to improve their academic study.
- If a student fails to meet the Satisfactory Academic Progress criteria for two (2) consecutive trimesters, they will be placed on Academic Progress Probation and will be required to meet with Academic Progression and Retention Committee (APRC).

The University requires that all students enrolled in the professional education programs have a 2.50 grade point average (GPA) after the completion of 58 credits for OT and PT, and 54 credits for OPA in the academic curriculum to continue in the respective program. If a student does not achieve this level they are dismissed from the program.

Academic Progression Warning

1. An emailed letter of academic concern will be issued to any student who has a grade at mid-term below a “C” level. The intent of the concern letter is to notify the student of less than satisfactory academic progress and the potential for course failure. A student receiving an academic concern email letter at mid-term must first contact by phone, email or meet with the instructor(s) for the course(s) within one (1) week of receipt of the concern letter. The student and course instructor(s) will discuss the student’s performance, and the student will develop a plan, approved by the instructor, to improve future performance. The student must then contact his/her advisor of the plan. If a student does not contact his/her course instructor, a note will be placed in the student’s academic file noting the failure to comply with this policy.
2. An Academic Warning will be given to any student who is not in academic good standing at the conclusion of any trimester. The intent of the academic warning is to notify the student of less than satisfactory academic progress. A student receiving an academic warning at the end of the trimester must contact his/her advisor during the first week of the subsequent trimester and develop a plan, approved by the student’s advisor, to improve future performance.

Academic Progression Probation

1. A student who makes a grade of “D” in any course will be placed on academic probation and must undergo remediation and repeat the course for credit. Such students will be made aware in writing that they are “at risk” for failure to complete the program.
 - A student who is no longer in good academic standing must meet with the instructor and their faculty advisor to develop a plan for remediation and monitoring. The plan may allow them to take additional coursework with the approval of the Program Director.
 - The student must receive a grade of “C” or better on the retake to progress academically.
 - If the student receives a grade of “C” or better, the student will be taken off Academic Probation.
 - If the student receives a grade below “C” when retaking a course, the student will be dismissed.
2. Any student who is on probation may not participate in any work-study program unless approved by the Program Director. Students placed on probation are at risk of not graduating from the university and not passing the national board exams.
3. Any student who does not successfully complete the coursework necessary to exit probation may be at risk of being denied federal financial aid due to not maintaining Satisfactory Academic Progress.

Dismissal

1. A student will be dismissed from the program if:
 - An “F” is received in any course;
 - Two grades of “D” are received.
 - A student receiving a failing grade during fieldwork/internship is also subject to this policy (see the Student Policies Related to Clinical Education section on s 100 - 101).
 - After the completion of 58 credits, the student has a grade point average below 2.5.
2. The Registrar notifies the APRC and the Program Director of any students who are being recommended for academic dismissal. The student will be notified of their dismissal by the Registrar.
3. A student may appeal the dismissal to the Academic Appeals Committee (see following section). If an appeal is successful, a re-admission agreement between the student and the Program Director (or Dean) is made that documents the conditions for continuation at the University. Re-

admissions agreement can only be appealed if there are mitigating circumstances and an appeal can be made only to the University President.

4. When a student is suspended for academic probation or for professional misconduct they will turn in their student ID badge to the Registrar and remain off campus. They may visit campus if by phone they have made an appointment with their Academic Advisor or Registrar and restrict their activities to that appointment.

Academic Evaluation and Right of Appeal

Students sign an acknowledgement of appeals procedure as part of the registration process. An acknowledgement of appeals procedure form can be found in the *myUSA* portal [Admissions](#) tab.

The responsibility for academic evaluation will rest with the instructor. For minor appeal issues which are decisions that would not result in probation or dismissal, the student appeals to the faculty member involved in the particular issue. If the student is not satisfied with the faculty member's resolution of the issue, the student has the right to appeal the issue in writing to the Program Director within three (3) working days of the instructor's decision. The Program Director then has five (5) working days to research the issue and render a decision.

If the student is not satisfied with the Program Director's response, the student can appeal the issue to the President in writing within five (5) working days after the Program Director's response. After hearing the issue, the President or designee has two (2) working days to either render a verdict on the issue, or redirect the issue at that point to the Appeals Committee.

Any student who has been dismissed may formally appeal this decision in writing to the Registrar with a copy to the respective Program Director within two (2) business days from receipt of the notification. If the student does not meet the stated deadline, the appeal may not be considered. In extenuating circumstances, the student may request an extension from their respective Program Director or Program Director Designee (i.e. Registrar); however, this request must be made within the above stated deadline.

Appeal letters should address:

- The rationale behind the appeal and why he/she believes the appeal is warranted.
- Future circumstances which will permit the student to rectify previous poor academic performance.

The Program Director will forward the student's appeal to the Academic Appeals Committee within two (2) working days. After discussion between the Appeals Committee and the Program Director, a decision is rendered. The Program Director will convey the Academic Appeals Committee's decision to the student.

The Academic Appeals Committee (AAC) will meet six (6) scheduled times per calendar year (see Academic calendar). These meetings will convene two (2) days prior to the first day of classes of each trimester and at mid-term of each trimester. Procedures for the meetings are as follows:

Prior to Trimester Meetings: The AAC will convene within two (2) days prior to the first day of classes of the next trimester or at the earliest convenience for both the student and the committee members. The student must appear personally before the AAC at its convenience. A written decision will be given to the Program Director within two (2) business days of adjourning the meeting with the student. The entry-level student will be allowed to attend scheduled classes throughout the entire appeal process.

Mid-Term Meetings: The AAC will convene on or about mid-term of each trimester or at the earliest convenient time for both the committee and the student. The student must appear personally before AAC committee. The AAC will give a written decision to the Program Director within two (2) business days of adjourning the meeting with the student.

In the event of extenuating circumstances, if a student is unable to meet at the University's designated AAC meeting times, the student may request an alternate meeting time. This request must be submitted to the Chair of the AAC committee in writing with detailed rationale supporting the need for an additional time.

Students geographically distant from the University of St. Augustine campus may be allowed to appear before the AAC meeting via phone conference solely at the discretion of the AAC committee.

Should the student not agree to the decision of the Appeals Committee, the student has the right of an appeal to the President or appointed designee. The appeal must be submitted, in writing, within five (5) business days to the President. Upon request, the President or designee will review pertinent records; including a review of the process to ensure that it was correctly followed, and may meet with the Appeals Committee and the student. The President or designee will follow the process as established in this Handbook and ensure that the process is followed. If the final decision by the president results in dismissal, the student will no longer be permitted to remain in any course.

Dismissal policies will be implemented as fairly and equitably as possible considering all extenuating circumstances.

Following the decision of the President or his/her designee, the student has the right to request binding arbitration. This is the only remaining recourse for the student. The arbitrator will be applied from the American Arbitrator Association or equivalent and the cost will be shared between the student and the University.

Once a final appeals decision on academic dismissal has been rendered, the student does not have access to the appeals process for this same issue again.

Program Transfer Policy

All transfer requests will be considered on an individual basis and are contingent upon space availability.

Incoming Students

Incoming (new) students who want to request transfer of their admission to another degree program must make a request in writing (email is acceptable) to the Director of Admissions at least six (6) weeks prior to the start of the trimester. To be considered, the student must have successfully completed all of the required prerequisites for the program to which he/she is requesting transfer. The Director of Admissions will notify the student via email of the outcome of the request. Please note: The start and completion dates of students who transfer between degree programs may be extended.

First Term Students

Transfer request forms must be submitted to the student's current program director by midterm of the first trimester. Transfer requests not received by the mid-term deadline will be considered during the subsequent trimester. To be considered, the student must have successfully completed all of the required prerequisites for the program to which he/she is requesting transfer.

Second Term (and beyond) Students

Transfer request forms must be submitted to the student's current program director by midterm of the current trimester.

Transfer Request Process for Current Students

In order to be considered for a program transfer, a student must:

- Be in good academic standing at the time of the request. Transfer requests will not be considered from students who are currently remediating or retaking coursework, who are under review for appeal or professional misconduct, or who are on academic probation. Transfer requests from students who are on approved leave of absence will be considered.
- Complete the Transfer Request form located in the *myUSA* portal Students tab.
- Submit the completed form to:
 1. His/her current program director
 2. The program director of the degree program to which the student is seeking transfer
 3. Student Services office for final review by the Registrar and Director of Admissions. The Director of Admissions will approve only if the student has successfully completed all of the required prerequisites for the program to which he/she is requesting transfer.

- Once the transfer request form has been considered by all applicable administrators, the student will be notified of the outcome via email by the University Registrar.
- Please note: **USA scholarships are not transferable from one program to another.**
- Transferring between programs may extend the degree completion date.

Transfer curricular pathways

MOT <u>or</u> Dual to DPT	Complete second trimester DPT courses over two (2) consecutive trimesters
DPT to MOT <u>or</u> Dual	Complete the second trimester of the MOT program as scheduled plus Foundations of OT as an independent study
MOT to Dual	Complete second trimester MOT courses as scheduled; complete Therapeutic Massage during the first trimester of the DPT program
DPT, MOT <u>or</u> Dual to MOPA	Contact the MOPA program director to discuss curricular pathway
MOPA to MOT <u>or</u> Dual	Complete Skills & Procedures, Foundations of OT, and Massage (Dual only) in one trimester, then enroll in the second trimester of full-time MOT program
MOPA to DPT	Complete Skills & Procedures, Massage, and Practicum I in one trimester, then enroll in the second trimester of full-time DPT program
Flex to full-time	Contact the full-time program director to discuss curricular pathway
Full-time to Flex	Contact the Flex program manager to discuss curricular pathway

Dual Degree Option Students

Dual degree option students who elect not to return to the University to pursue the DPT portion of the program immediately after earning the MOT degree must submit a program withdrawal form to the Student Services office by mid-term of the last trimester of the MOT program.

Dual degree option students who want to complete the DPT portion of the program through the Flex DPT program must submit a transfer request form to the Student Services office by mid-term of the last trimester of the MOT program.

Re-enrollment Timelines

A USA entry-level program graduate who decides to seek admission to another USA entry-level degree program **must enroll within three (3) years of his/her graduation date** or he/she may be required to retake foundational (HSC) coursework and complete additional internship/fieldwork experiences. To be considered for admission to another entry-level degree program, a USA graduate must submit to the Student Services office a completed application for admission, however, transcripts and GRE score reports do not need to be resubmitted with the new application.

Dual degree students who delay beginning the DPT portion of the program after receiving the MOT degree **must reenroll in the DPT program within three (3) calendar years** or they may be required to complete additional foundational coursework and/or internships in order to complete the second degree. To re-enroll, a returning Dual student must notify the University Registrar in writing (email is acceptable) of his/her intent to resume classes at least six (6) weeks before the start of the trimester.

Transfer from Campus to Campus

Students who want to transfer to another campus location must submit a Transfer Request Form available on the [myUSA](#) portal Students tab to their current program director by midterm of the trimester prior to the requested change. Such requests will be considered in an individual basis and are contingent on space availability. The student will be notified of the outcome of the transfer request via email by the registrar's office. Please note: Program completion dates of students who transfer between campus locations may be extended.

Student Campus Exchange Program

Students who wish to study at a USA campus other than their home campus may apply to do so, provided their program is available at another campus and they meet qualifications described below.

At this time Dual students in the DPT program are not able to participate.

A student who wishes to exchange must meet the following criteria:

1. A student must be in good academic standing;
2. A student must not have any misconduct issues in his/her record;
3. A student must receive his/her program director's approval;
4. A DPT student must be willing to exchange in Term 3, 4, 5, or 7 (due to internships, scheduling, graduation, and other factors).
5. A MOT student must be willing to exchange in Term 3, 4, or 5 (due to fieldwork experiences, scheduling, graduation and other factors).
6. A student must be willing to guarantee his/her own travel and lodging arrangements (students may want to consider contacting the other campus's student association leaders to see which students at the other campus may have room occupancies due to internships or other factors).

A student who believes he/she meets the criteria must follow the following process in order to become an exchange student:

1. Fill out the Campus Exchange Application found on the [myUSA](#) portal Students tab;
2. Submit the completed Application (and Application Fee) to the student's home campus program director no later than the end of the 4th week of the trimester preceding the trimester the student wishes to exchange.
3. Await program director approval (students should note that just because they meet the criteria, they may not be approved based on classroom seat availability or other factors).

For students who do exchange, the following progression, appeals, and advising issues apply:

- If a student receives a grade while on exchange that requires repeating a course, the student will be expected to repeat the course at his or her home campus in the following trimester.
- A temporary advisor on the host campus will be assigned to the exchanging student during the trimester in which the student is exchanging.
- Academic progression for the student will occur on the host campus on which the student exchanges for the trimester the student is on that campus.
- Professional misconduct issues will be handled on the campus at which the incident took place.
- The appeals process will be handled through the student's home campus appeals committee.

Degree Completion

Acceptance into the University and payment of tuition (on a trimester by trimester basis) is not a contract assuring that the student will graduate with degree for which he/she applied. Graduation will depend on a satisfactory grade point average, professional conduct, issues of safety, and the satisfactory completion of clinical internship/fieldwork and exit exams. Students in the entry-level DPT program must also complete their courses in their final trimester in order to participate in the graduation ceremony.* This handbook and the course syllabi detail what is considered "satisfactory". See the University appeal process for dismissals and professional behavior issues.

The following requirements must be met for a student to be eligible for graduation:

1. Each student must satisfactorily complete all academic and clinical courses and be in academic good standing.
2. All fiscal obligations to the University or its subsidiaries must be paid in full.
3. The student must make application for graduation one (1) trimester prior to the proposed date of graduation.
4. *Should a student be unable to successfully complete part of the final coursework but has successfully met all other degree requirements including the exit examination, the student may be allowed to walk at commencement with the respective cohort class. The candidate will sign an acknowledgement regarding participation in the ceremony. The candidate will be "hooded" during the ceremony, but will not receive a signed diploma. The signed diploma will be dated to reflect the subsequent graduate date of degree completion as will be denoted on the transcript.

The graduate will have the option of participating in the commencement ceremony subsequent to degree completion to receive the signed diploma.

Degree Audit

The Registrar's office reviews each student's academic record to ensure all academic requirements have been met in order for a student to graduate. The Financial Aid office ensures that all fiscal obligations to the University or its subsidiaries have been paid in full.

Continuing Education Policy

Students will not be excused from campus-based classes or fourth trimester internships to attend Continuing Education classes. Students participating in Level II Fieldwork or Internships II and III may request to participate in continuing education approved by the facility, the Academic Coordinator of Clinical Education or Academic Fieldwork Coordinator, and the Program Director.

Liability Release and Claim Waiver

At the time of initial registration, students are asked to sign a general waiver of liability form on behalf of the University prior to their participation in any athletic or extracurricular event while in residence. A copy of this form is located in the *myUSA* portal Admissions tab. These forms are placed in the student's file for record keeping purposes.

AWARDS

Outstanding OT, PT and FLEX Student Awards

Each of the First Professional Degree programs recognizes an outstanding student of the respective graduating class. This award is based upon the same criteria listed below and is given to the graduating student whose characteristics most support either the OT or PT program mission statement. The outstanding OT student award is chosen by a combined vote of his or her fellow classmates and program faculty. The PT student award is chosen by a vote of the program faculty.

Criteria for awards are as follows:

- Professionalism Demonstrates the ability to act as a member of the health care team and to be involved in the advancement of occupational or physical therapy.
- Clinical Reasoning Applies logic and critical thinking skills for the improvement of a patient's welfare as well as enhance the recipient's own career.
- Ethical Standards Demonstrates appropriate principles and values.
- Commitment to
Continued
Professional Growth Possesses a continuing desire to acquire knowledge and advance the occupational or physical therapy profession.
- Responsibility Is dependable and assumes responsibility for one's own actions.
- Leadership A willingness to be involved in student and/or professional activities.
- Initiative Is resourceful and self-directed.
- Constructive Skills Maintains a positive attitude and demonstrates creative qualities.

University of St. Augustine Professional Promise Award: San Marcos District California Chapter APTA (SD campus)

This scholarship fund was established by the San Marcos District, California Chapter of the American Physical Therapy Association to recognize and provide financial assistance to a deserving student enrolled in the seventh term of the University of St. Augustine – California DPT Program who is a current member of the American Physical Therapy Association. The scholarship amount is \$250.00 per graduating class.

Criteria Professional Promise Award (SD campus):

- Be currently enrolled in the seventh term of the University of St. Augustine California campus DPT Program.
- Have a cumulative grade point average (GPA) of at least 3.0 (on a 4.0 scale) in completed course work in the program.
- Be a current member of the California Chapter of the American Physical Therapy Association and attend district meetings.
- Student must complete an application providing evidence of activities as requested by the San Marcos District.

Stanley V Paris and Catherine E. Patla Award – (Florida and California campuses)

The Paris and Patla Award is presented in recognition of excellence in spinal and extremity manual therapy in professional physical therapy education to an Entry-Level PT graduate.

Karen S. Howell Award (Florida campus)

The Karen S. Howell Scholastic Achievement Award is presented to the Entry-Level OT graduate who has achieved the highest cumulative grade point average (GPA). Grades from both foundational science courses and professional courses are included in the cumulative grade point computation.

Ray M. Patterson Award (Florida campus)

The Ray M. Patterson Scholastic Achievement Award is presented to the Entry-Level PT graduate who has achieved the highest cumulative grade point average (GPA). Grades from both foundational science courses and professional courses are included in the cumulative grade point computation.

Judith Olson Award (California campus)

The Judith Olson Scholastic Achievement Award is presented to the Entry-Level OT graduate who has achieved the highest cumulative grade point average (GPA). Grades from both foundational science courses and professional courses are included in the cumulative grade point computation.

Wanda Nitsch Award (California campus)

The Wanda Nitsch Scholastic Achievement Award is presented to the Entry-Level PT graduate who has achieved the highest cumulative grade point average (GPA). Grades from both foundational science courses and professional courses are included in the cumulative grade point computation.

Recognition for the Fellowship in Manual Physical Therapy

The University's Fellowship in Manual Physical Therapy is credentialed by the American Physical Therapy Association and recognized by the American Academy of Manual Physical Therapists. This post-graduate program includes a minimum of one (1) year of clinical mentoring as well as didactic learning.

Recognition for Clinical Orthopaedic Residency

The University's Orthopaedic Residency is a planned program of post professional clinical and didactic education that is designed to advance significantly the physical therapist's preparation as a provider of patient care services in a defined area of clinical practice.

STUDENT CODE OF CONDUCT

Student Honor Council (for the Florida Campus only)

The Honor Code

I understand and accept the *Student Code of Conduct* and abide by its provisions. I pledge to assist in creating a spirit of honor and integrity and uphold the high values of our institution and respective professions. I will display professionalism in my actions and words on and off campus.

The Honor Council

“Exemplifying Academic Excellence through Honor, Integrity and Accountability”

Honor Council Mission Statement:

The Honor Council ensures the ethical reputation for the University of St. Augustine is kept as the highest of standards in an atmosphere of trust, respect, integrity and dignity.

Purpose of The Honor Council

The Honor Council is composed of elected representatives from the residential campus-based students who serve to perpetuate our academic community’s dedication to integrity, professionalism and ethical standards as set forth by the University of St. Augustine’s *Student Code of Conduct*. This assembly recognizes that each student member of our academic community must display a personal commitment to our impeccable values and honor code in order to maintain an atmosphere of trust and respect. The Honor Council functions by providing leadership to model professional behavior, support and actively perpetuate the Honor Council mission and provide a mechanism for responding to lapses in the *Code of Conduct*.

Council Structure:

The Honor Council consists of at least:

- 1 OT and 2 PT students who are elected per cohort/class beginning in the second term, and whose term continues for the duration of their tenure at the University.
- 1 PT and 1 OT Faculty Ombudsman who is a non-voting member of the Council to serve as an advisor to the reported student.
- 1 Honor Council Advisor who is a non-voting Faculty member to guide and assist the Council on procedural issues.

The students of the Honor Council shall elect the Honor Council President, Vice President and Secretary. All Honor Council members are required to maintain the strictest confidentiality regarding Honor Council investigations, hearings and sanctions. Any Honor Council member who is found guilty of a breach of confidentiality will be removed from the Council and may be subject to additional sanctions.

Honor Code Infractions/Violation Forms:

Students should report infractions of the Honor Code and *Student Code of Conduct* using an Infraction/Violation form. Violation Forms to report such infractions are found in the Program Directors Administrative Assistants offices, in the Students Services Office, in the student mailbox area, and in the AV carts of each classroom and lab. Forms are to be completed and returned to any of the Program Directors Administrative Assistants who will forward the form to the Honor Council Advisor.

Once a violation form is received the Honor Council Advisor will review the allegation and discuss it with the respective Program Director to determine if action is warranted and if so, where it should be handled. The matter may be forwarded to the University’s Professional Misconduct Committee, the Harassment Committee or to the Student Honor Council.

Allegations of an Honor Code infraction that are referred to the Honor Council will begin within three (3) academic calendar days of the form being received by the Honor Council President. The Honor Council President within this time period will notify the student that has been reported and the appropriate

Ombudsman. A student who submits a violation form will not be identified to the reported student, unless a Formal Hearing is required.

Once the reported student is notified he/she will have a specific deadline by which to return a signed copy of the form to the Honor Council with a plea of *not guilty*, *guilty with review* or *guilty without review*.

- If the student pleads *not guilty* the Honor Council President will assign two (2) investigators (Honor Council members) to the case. An Investigative Hearing will be conducted to determine if there is sufficient cause to proceed to a Formal Hearing.
- If the student chooses *guilty with review*, the reported student may submit a written response or explanation or other documentation to the Honor Council Review Board by the due date given. The student may be requested to appear before the Honor Council Review Board. If the student chooses *guilty without review* the Honor Council Review Board will determine an appropriate penalty within five (5) days of the filed plea or the meeting.
- If the student chooses *guilty without review* the Honor Council Review Board will determine an appropriate penalty with five (5) days of receipt of the filed plea or the Review Board meeting.

Upon receiving notification of an alleged infraction the reported student will be provided with a Faculty Ombudsman to explain the process and answer questions. The Ombudsman will not reveal the name of the student that submitted the infraction form.

Specific information about the Honor Council Review Board, the Investigative Hearing Process and the Formal Hearing Process will be provided to the student upon receipt of an infraction/violation form, or upon request by any student, by the Honor Council President or Representatives.

Outside Employment

Outside employment is strongly discouraged.

Academic Calendar
FALL 2012 TRIMESTER

August 28	Appeals committee meets (if needed) Time TBA
August 29	Faculty Retreat - Faculty return to campus New (Campus-Based) Student Orientation & Registration-Tuition Due 8:30 – 1:00 Registration for returning students - 12:00-1:00 Graduation applications and payment due – Term VI - MOT AND Term VII – DPT Practical Exit Exams – Trimester VII DPT Students Tuition Due for Fall Term—OT Term VI
August 30	Fall Trimester Classes Begin Online Session I Courses Begin
August 31	Fieldwork IIA Ends-MOT-Term V
September 3	Labor Day-Campus closed
September 6	Last Day to Withdraw from University with a 80% tuition refund
September 10	Fieldwork IIB Begins-MOT-Term VI
September 13	Last Day to Withdraw from University with a 70% tuition refund
September 20	Last Day to Withdraw from University with a 60% tuition refund
September 24	Last day for Trimester IV-PT students to Withdraw with grade of “W” Online Session II Courses Begin
September 27	Last Day to Withdraw from University with a 50% tuition refund
September 28	Campus Based Courses End-MOT-Term V Final Practical Exams-MOT-Term V
October 1	Applications Due for Summer 2013 term
October 4	Last Day to Withdraw from University with a 40% tuition refund
October 8	Fieldwork IIA Begins-MOT-Term V
October 11	Last Day to Withdraw from University with a 30% tuition refund
October 12	Internship II Ends-Entry-Level PT-Term VI
October 15	Graduation Applications Due – Term V-MOT Course Selections for 7 th Term –Term V DPT
October 18	Last Day to Withdraw from University with a 20% tuition refund
October 19	Mid-Term Grades due to Progression Committee Classes end –Entry-Level PT – Term IV
October 22	Internship III Begins-Entry-Level PT-Term VI
October 22-24	Final Exams – Entry-Level PT – Term IV
October 25	Last Day to Withdraw from University with a 10% tuition refund All grades to be entered by noon – Entry-level PT – Term IV
October 29	Internship I Begins—Entry-Level PT—Term IV
November 1	Last Day to Withdraw with grade of “W”- no refund Mid-term Academic Appeals Committee meeting
November 12	Veterans Day Observed-No Classes; Administrative Offices Closed
November 21	Thanksgiving Holiday begins for students-Noon Administrative Office closes at 3:00 p.m.
November 22-23	Thanksgiving Break Administrative Offices Closed
November 26	Classes Resume
November 30	Fieldwork IIB Ends - MOT - Term VI All grades to be entered for ALL graduating students (entry level and post professional)
December 7	Fall trimester classes end Florida Campus -Fall Term Commencement Exercises California Campus -Fall Term Commencement Exercises
December 8	California Campus -Fall Term Commencement Exercises
December 10-12	Final Examinations Practical Exam Retakes
December 13	All grades to be entered by 5:00 p.m. for all other students Holiday Break Begins for Students-No Classes Internship I Ends—Entry-Level PT-Term IV Internship III Ends-Entry-Level PT Term VI
December 15	Application due date for the Fall 2013 class
December 24	Administrative Offices closed through January 1, 2013
January 2, 2013	Administrative Offices reopen

SPRING 2013 TRIMESTER

January 2	Internship II Begins—Entry-Level PT Term VI Administrative Offices reopen
January 3	Appeals committee meets (if needed) Time TBA Faculty Retreat - Faculty return to campus
January 4	New (Campus-based) Student Orientation & Registration –Tuition Due- 8:30-1:00 Registration for returning students - 12:00-1:00 Graduation applications and payment due – Term VI - MOT AND Term VII – DPT Practical Exit Exams – Trimester VII DPT Students Tuition Due for Spring Term—OT Term VI Fieldwork IIA Ends-MOT-Term V
January 7	Spring Trimester Classes Begin
January 14	Last Day to Withdraw from University with an 80% tuition refund
January 21	Martin Luther King Holiday-No Classes Administrative Offices Closed Fieldwork IIB Begins-MOT-Term VI
January 21	Last Day to Withdraw from University with a 70% tuition refund
January 28	Last Day to Withdraw from University with a 60% tuition refund
February 4	Last Day to Withdraw from University with a 50% tuition refund Last day for Trimester IV-PT students to Withdraw with grade of “W”
February 5	Campus Based Courses End-MOT-Term V Final Practical Exams-MOT-Term V Graduation Applications Due-MOT-Term V
February 11	Last Day to Withdraw from University with a 40% tuition refund
February 13	Fieldwork IIA Begins-MOT-Term V
February 15	Graduation Applications Due – Term V MOT Course Selection for 7 th Term Due – Term V DPT
February 18	Last Day to Withdraw from University with a 30% tuition refund
February 21	Internship II Ends-Entry-Level PT-Term VI
February 21	Campus Based Courses End—Entry-Level PT—Term IV
February 25	Last Day to Withdraw from University with an 20% tuition refund Mid-Term Grades due to Progression Committee
Feb 25-27	Final Exams— Entry-Level PT—Term IV All grades to be entered by noon – Entry-level PT – Term IV
March 4	Last Day to Withdraw from University with an 10% tuition refund Internship III Begins-Entry-Level PT-Term VI Internship I Begins—Entry-Level PT—Term IV
March 6	Mid-term Academic Appeals Committee meeting
March 11	Last Day to Withdraw with grade of “W”- no refund (excluding Trimester IV-PT students)
April 5	Fieldwork IIB Ends-MOT-Term VI All grades to be entered for ALL graduating students (entry level and post professional) Florida Campus -Spring Term Commencement Exercises
April 12	Spring trimester Classes End
April 13	California Campus -Spring Term Commencement Exercises
April 15-17	Final Examinations
April 17	Practical Exam Retakes
April 18	All grades to be entered by 5:00 p.m. for all other students
April 19	Internship I Ends-Entry-Level PT-Term IV
April 26	Internship III Ends-Entry-Level PT-Term VI

SUMMER 2013 TRIMESTER

April 29	Internship II Begins—Entry-Level PT—Term VI
April 30	Appeals committee meet (if needed) Time TBA
	Faculty Retreat - Faculty return to campus
May 1	New Campus Based Students Orientation & Registration-Tuition Due 8:30-1:00 Registration for returning students 12:00-1:00 Graduation payment due – Term VI - MOT AND Term VII – DPT Practical Exit Exams – Trimester VII DPT Students Tuition Due for Spring Term—OT Term VI
May 2	Summer Trimester Classes Begin Online Session I Courses Begin Tuition Due for Summer term—MOT-Term VI
May 4	Fieldwork IIA Ends-MOT-Term V
May 9	Last Day to Withdraw from University with a 80% tuition refund
May 14	Fieldwork IIB Begins-MOT-Term VI
May 16	Last Day to Withdraw from University with a 70% tuition refund
May 23	Last Day to Withdraw from University with a 60% tuition refund
May 27	Memorial Day Holiday—No Classes; Administrative Offices Closed
May 28	Online Session II Courses Begin
May 30	Last day for Trimester IV-PT students to Withdraw with grade of “W” Last Day to Withdraw from University with a 50% tuition refund
May 31	Campus Based Courses End-MOT-Term V Final Practical Examinations-MOT-Term V Graduation Applications Due-MOT-Term V
June 6	Last Day to Withdraw from University with a 40% tuition refund
June 10	Fieldwork IIA Begins—MOT-Term V
June 13	Last Day to Withdraw from University with a 30% tuition refund
June 15	Application due date for the Spring 2014 class
June 17	Graduation Applications Due – Term V MOT Course Selection for 7 th Term Due – Term V DPT
June 20	Last Day to Withdraw from University with a 20% tuition refund
June 21	Mid-Term Grades due to Progression Committee Internship II Ends—Entry-Level PT-Term VI Term IV Campus Based Courses End—Entry-Level PT
June 24-26	Final Exams—Entry-Level PT—Term IV
June 27	Last Day to Withdraw from University with a 10% tuition refund Final grades due – Entry-level PT-Term IV
July 1	Internship III Begins-Entry-Level PT-Term VI Internship I Begins—Entry-Level PT-Term IV
July 3	Mid-term Academic Appeals Committee meeting
July 4	Independence Day Holiday Observed-No Classes; Administrative Offices Closed
July 5	No Classes – Administrative Office Open Last Day to Withdraw with grade of “W”-no refund (excluding Trimester IV-PT students)
August 2	Fieldwork IIB Ends-MOT-Term VI Grades Due for ALL graduating students (entry level and post professional)
August 9	Summer trimester Classes End Florida Campus - Summer Term Commencement Exercises California Campus - Summer Term Commencement Exercises
August 10	Final Examinations
August 12-14	Practical Exam Retakes
August 14	All grades to be entered by 5:00 p.m. for all other students
August 15	Internship I Ends-- Entry-Level PT-Term IV
August 16	Internship II Begins-- Entry-Level PT—Term VI (for fall term)
August 19	Internship II Begins-- Entry-Level PT—Term VI (for fall term)
August 23	Internship III Ends-Entry-Level PT-Term VI

FALL 2013 TRIMESTER

August 27	Appeals committee meets (if needed) Time TBA
August 28	Faculty Retreat - Faculty return to campus New (Campus-Based) Student Orientation & Registration-Tuition Due 8:30 – 1:00 Registration for returning students - 12:00-1:00 Graduation applications and payment due – Term VI - MOT AND Term VII – DPT Practical Exit Exams – Trimester VII DPT Students Tuition Due for Fall Term—OT Term VI
August 29	Fall Trimester Classes Begin Online Session I Courses Begin
August 31	Fieldwork IIA Ends-MOT-Term V
September 2	Labor Day-Campus closed
September 5	Last Day to Withdraw from University with a 80% tuition refund
September 10	Fieldwork IIB Begins-MOT-Term VI
September 12	Last Day to Withdraw from University with a 70% tuition refund
September 19	Last Day to Withdraw from University with a 60% tuition refund
September 23	Online Session II Courses Begin
September 26	Last day for Trimester IV-PT students to Withdraw with grade of “W” Last Day to Withdraw from University with a 50% tuition refund
September 27	Campus Based Courses End-MOT-Term V Final Practical Exams-MOT-Term V
October 1	Application due date for the Summer 2014 class
October 3	Last Day to Withdraw from University with a 40% tuition refund
October 7	Fieldwork IIA Begins-MOT-Term V
October 10	Last Day to Withdraw from University with a 30% tuition refund
October 11	Internship II Ends-Entry-Level PT-Term VI
October 15	Graduation Applications Due – Term V MOT Course Selection for 7 th Term Due – Term V DPT
October 17	Last Day to Withdraw from University with a 20% tuition refund
October 18	Mid-Term Grades due to Progression Committee Classes end –Entry-Level PT – Term IV
October 21	Internship III Begins-Entry-Level PT-Term VI
October 21-23	Final Exams – Entry-Level PT – Term IV
October 24	Last Day to Withdraw from University with a 10% tuition refund All grades to be entered by noon – Entry-level PT – Term IV
October 28	Internship I Begins—Entry-Level PT—Term IV
October 31	Last Day to Withdraw with grade of “W”- no refund Mid-term Academic Appeals Committee meeting
November 11	Veterans Day Observed-No Classes; Administrative Offices Closed
November 27	Thanksgiving Holiday begins for students-Noon Administrative Office closes at 3:00 p.m.
November 28-29	Thanksgiving Break Administrative Offices Closed
December 2	Classes Resume
December 6	Fieldwork IIB Ends - MOT - Term VI All grades to be entered for ALL graduating students (entry level and post professional)
December 13	Fall trimester classes end Florida Campus -Fall Term Commencement Exercises Internship I Ends—Entry-Level PT-Term IV Internship III Ends-Entry-Level PT Term VI
December 14	California Campus -Fall Term Commencement Exercises
December 15	Application due date for the Fall 2014 class
December 16-18	Final Examinations Practical Exam Retakes
December 19	Holiday Break Begins for Students-No Classes All grades to be entered by 5:00 p.m. for all other students
December 24	Administrative Offices closed through January 1, 2014
January 2, 2014	Administrative Offices reopen

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UNIVERSITY OF ST. AUGUSTINE

FOR HEALTH SCIENCES

A Letter from the Program Administrators

Dear Student and Future Therapist,

On behalf of the faculty and the staff of the University of St. Augustine for Health Sciences we welcome you. You have selected an outstanding program from which to receive your physical therapy education. This program abides by the standards of the Commission on Accreditation in Physical Therapy Education (CAPTE). It is in fact an expansion of our campus program; same content, but different method of delivery.

Each of your faculty members has made, and will continue to make, a difference in physical therapy education and practice. This is a caring faculty. They will work with you to help you become competent clinicians and professionals and assist you when you may have questions or difficulty understanding the material, and staff who will be there with you every step of the way to facilitate the administrative process. In addition, each student will be assigned an advisor who will have the responsibility of making sure that you are counseled in regard to academic affairs and professional development.

As part of your educational program, you will be taking most of your courses online. This handbook is designed to prepare you for that experience. We know you will find your online education program both rewarding and focused on your needs as a learner. With the advent of online education at the University of St. Augustine-Flex, learning is now anytime, anywhere and student focused. Your success with this new medium will largely depend on self-directed you are and how well prepared you are as you begin to approach your studies.

You will find this handbook useful as a tool to assist you in understanding the online educational environment, as a resource for technical issues and as a document to refer to in your preparation for your course work online.

Again, we welcome each of you to the University. Regular meetings will be scheduled with student body representatives, but if you have any questions regarding our [Student Handbook](#), [Catalog](#), or any other activities, please do not hesitate to call or email us.

Sincerely,

Debra Gray, PT, DPT, MEd
Flex DPT Program Manager – Florida campus

Joanna Summers
Administrative Assistant, Florida Campus

Ellen Lowe, PT, PhD
Flex DPT Program Coordinator – California campus

Karen Colston
Administrative Assistant, California Campus

Anne Hull, Ed.D, OT/L
Flex MOT Program Coordinator - Florida campus

Joanna Summers
Administrative Assistant, Florida Campus

STUDENT SERVICES

Tuition and Fees

See pages 9-11 of this handbook. All charges are subject to change. Student fees, textbooks, professional fees, health insurance, supplies and lab wear, will be extra. These extra additional costs are expected to be approximately \$5,000 for each program but are subject to change.

Students are considered full-time if they are taking seven (7) credit hours or more. Students taking less than seven (7) credit hours are considered part-time and tuition will be calculated by the credit hour. A student taking less than four (4) credit hours is not entitled to federal loans.

All tuition payments will be deducted directly from a current loan disbursement (before distribution to students). For additional information please see page 63 (Tuition and Fees) in the Entry-level section of the handbook.

Campus Access Fee

Flex students will be assessed an \$85.00 campus access fee each term. This includes campus access, wellness, and portal fees. This fee is subject to change.

Parking Policy (See the Entry-level section of this handbook on pages 70 - 73)

Tuition Refund Policy (See the Entry-level section of this handbook on pages 64 - 67)

Transfer Credits

Transfer of graduate credits previously earned from another accredited degree granting institution is limited to a maximum of 15% of the total number academic credits for the degree. For additional information see page 20.

Student Membership in Professional Associations

Flex DPT: All students are required to be a member of the physical therapy profession's professional association, the American Physical Therapy Association (APTA). APTA is the main organization in the United States that represents the PT profession through legislative advocacy, development of practice, professional representation with other health organizations, and provides educational opportunities. You will find there are many benefits to belonging to this organization that include: access to monthly journals and newsletters, mentoring opportunities, reduced conference and educational rates, and a large network of dedicated physical therapy professionals.

If you are an affiliate (PTA) member at this time, you may either continue your membership or change it to a student member. If you are not a member at this time, access the APTA membership at: <http://www.apta.org>. Complete the application form as instructed. You will be required to submit your APTA membership number and expiration date to your respective programs Administrative Assistant during the first term and annually thereafter.

Flex MOT: All students are required to be members of the American Occupational Therapy Association (AOTA). Current students will be asked to show proof of membership each term as part of the practicum courses. For the California Campus: MOT students will also need to provide evidence of membership in the Occupational Therapy Association of California (OTAC).

ACADEMIC POLICIES AND PROCEDURES (See Entry-level section on page 74)

STUDENT CODE OF CONDUCT

Classroom and Laboratory Conduct and Standards

Most Flex courses include labs for learning hands-on skills. Lab sessions are typically scheduled for Saturday and Sunday, however, some may require weekday attendance. Students are notified of the next term's lab schedule approximately two (2) months before the start of the term.

Students are expected to arrive to lecture and lab sessions on time and with the appropriate clothing and equipment. The following behaviors are also expected in all lecture and lab sessions:

- No gum, food or drinks (except in spill proof containers) are permitted in the lecture or lab areas. Gum chewing is only allowed during written examinations. No bubbles may be blown.
- Students will assist the instructors in the pre-and post-lab organization of equipment.
- Students will operate lab equipment in a safe and respectful manner.
- Shoes must be removed while on the lab tables or mats.

Attendance

1. Online Education Attendance

If you are enrolled in a course that is purely online (no face-to-face lab associated with it) then you may be moving through your coursework with a "cohort" group. This means you will have weekly attendance and assignments due along with your fellow classmates. Check your syllabus for a schedule of due dates or refer to your course map within the course platform for specific information on each assignment.

If your online course is self-paced, you may be provided with a timeframe or due date for completion. Again, check your syllabus for complete information on schedules, assignments and due dates.

In the online environment, attendance equates to signing into your course and interacting in some meaningful way either via an assignment, bulletin board discussion or test. No other student/course facilitator contact (e.g., telephone calls, faxes, email) satisfies the attendance requirement. Two weeks of unexcused "no-show" activity warrants automatic drop in grade to be determined by the instructor. A student who does not report during a third week will be asked to withdraw from the class.

Course faculty are required to report student absences in an online course. However, it is the prerogative of the faculty member to determine if work submitted after the day of deadline will or will not receive any points or credit. Be advised that course facilitators are discouraged from awarding points for late student work that is designed to contribute to the overall class community (e.g., bulletin board threads, group work).

2. Laboratory Attendance

Students are expected to be (1) in the lab, (2) prepared to begin lab, and (3) wearing the appropriate attire by the designated starting time for that instructional period. Students who are going to be late or absent from lab due to an unexpected situation should contact the course instructor immediately (see course syllabi for contact information). Because of the amount of material covered in each lab session, absences from even two (2) hours of any lab session can be very detrimental to your understanding and application of the course material and your course grade. Students are strongly encouraged not to miss any portion of any lab. If a student misses more than 20% of the total lab hours in a course, the student must repeat the course. If the accumulated absence occurs before the time to withdraw, the student may withdraw from the course. If the absences occur after the withdrawal date, the student can take a leave of absence or receive a NO GRADE (NG) for the course.

3. Excused Absences include (but may not be limited to)

- Illness
- Required work events

- Attendance at special services (e.g. wedding, funeral) for a member of the immediate family

Planned absences must be approved in advance by the Program Coordinator.

4. Procedure for excused absences in Flex Labs

Students are strongly encouraged not to miss any portion of any lab. If a student misses more than 20% of the total lab hours in a course, the student must repeat the course. In the event of an occurrence or emergency that necessitates missing any part of a Flex weekend lab, the procedure is as follows:

First contact should be the Program Coordinator or Program Manager. If the coordinator or manager gives approval to proceed, the student next contacts the course online instructor to seek permission for an excused absence. If the course online instructor approves, the student must then contact the lab instructor to request approval for the absence. If all three (program coordinator/manager, online instructor, and lab instructor) agree, the student will be granted an excused absence. Failure to follow this sequence will result in an unexcused absence which results in forfeiture of the right to review with the instructor all or any part of the material. This also includes taking written or practical exams. Unexcused absences are considered to be unprofessional behavior which could result in the final course grade being reduced by 5–10% and/or a referral to the Professional Misconduct Committee.

5. Unexcused Absences

Unexcused absences are considered to be unprofessional behavior. With any unexcused absence, students forfeit the right to review with the instructor, all or any part of the material, including test reviews, covered during that lab session. If a student misses more than 20% of the total lab hours in a course, the student must repeat the course. Students are expected to make travel arrangements that permit them to attend the full lab sessions on each scheduled lab weekend. Arriving late or leaving early for travel is considered unexcused absence except in cases of unavoidable conflicts or when approved in advance by the program coordinator.

6. Tardiness

Tardiness is defined as being late for lab (even if by one (1) minute), and is also considered to be unprofessional behavior. It is expected that if a student is tardy for any class, the student will apologize to the instructor immediately after that class. If a student is tardy twice (2 times), the student will receive a warning letter with a copy of that letter placed in his/her file. A third tardiness and each subsequent tardiness will result in a 5% reduction per tardiness from a final course grade. This represents the University's minimal standard; individual faculty may outline additional consequences in their course syllabi.

For absences related to clinical fieldwork/internship or practicum classes, please refer to *Clinical Education section*.

Professional Behavior

Professional behavior is expected on campus at all times. The first incidence of unprofessional behavior (other than absences and tardiness described above) will result in a warning letter to the student with a copy to his/her file. A second incidence will result in a referral to the Professional Misconduct Committee with a recommendation that the final grade in the course be reduced by 5-10%.

Student Attendance at Professional Conferences

All students are required to attend at least one (1) professional conference during their respective curriculum. The value of this required attendance is greater if students wait until they are in the 5th trimester or later. Students will notify their program director, program manager, or an assigned faculty member of their intent to attend a particular conference. Due to the nature of the weekend lab sessions, plan to attend a conference that is not scheduled during a regular lab weekend. Students are also responsible for conference costs including registration, hotel, and transportation expenses. Upon their return, students are required to provide proof of attendance at the conference to the Program Coordinator or Program Manager, or the assigned faculty member.

Professional conference may include state or national conference such as FPTA conferences, CPTA conferences, APTA Combined Sections, APTA Scientific Meeting and Exposition, AOTA conferences, FOTA conferences, COTA conferences, or others as approved by the Program Coordinator or Program Manager.

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WELCOME

Congratulations and Welcome. The Master of Orthopaedic Physician Assistant (MOPA) will prepare you to become a medical professional who will assist the orthopaedic surgeon with all medical and patient care responsibilities within a given health care system. This program provides opportunities to advance or change careers. The emphasis and focus is on orthopaedic healthcare.

PROGRAM OVERVIEW

The MOPA degree is a two-year program that combines one (1) year of classroom/online learning with one (1) full-year of orthopaedic-specific clinical rotations. Graduates of the program will be eligible to sit for boards conducted by the National Board for Certification of Orthopaedic Physician Assistants (NBCOPA). All students will be required to be members of the American Society of Orthopaedic Physician's Assistants (ASOPA), the professional body for this profession.

MOPA Contact Information

The list of individuals below, along with their email addresses and telephone extensions, are part of your support team. When you call the University during regular office hours (Monday-Friday: 8:00am-5:00pm EST), you may ask for an individual by name or by extension. If you call after-hours, enter the individual's extension number and leave a voice mail message.

University of St. Augustine: (800) 241-1027 or (904) 826-0084
www.usa.edu

MOPA Program Director: Cindy Mathena, PhD, OTR/L
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ext 1283
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Technical Support: techhelp@usa.edu

STUDENT SERVICES

Tuition and Fees

See pages 9-11 of this handbook. All charges are subject to change. Student fees, textbooks, professional fees, health insurance, supplies and lab wear, are additional charges. These extra additional costs are expected to be approximately \$5,000 (for each program) but are subject to change.

Candidates are required to submit a \$500 deposit when notified of acceptance into a program. This deposit is deducted from the first trimester tuition balance. If the University receives notification of withdrawal prior to the start of classes, \$300 of the deposit will be refunded. The remaining balance for the first trimester is due on registration day.

Campus Access Fee

OPA students will be assessed a campus access fee of \$85.00 each term. This includes campus access, wellness, and portal fees. This fee is subject to change.

Parking Policy (See Entry-level section of this handbook on pages 70-73)

Tuition Refund Policy (See Entry-level section, pages 64-67)

Transfer Credits

Transfer of graduate credits previously earned from another accredited degree granting institution is limited to a maximum of 15% of the total number academic credits for the degree. For additional information see page 20.

Student Membership in Professional Associations

All students are required to be a member of the ASOPA professional organization. You will find there are many benefits to belonging to this organization that include: newsletters, mentoring opportunities, reduced conference and educational rates, and a network of dedicated professionals.

If you are not a member at this time, access the ASOPA membership at: <http://www.asopa.org>. Complete the application form as instructed. You will be required to submit your ASOPA membership number and expiration date to your respective programs Administrative Assistant during the first term and annually thereafter.

The American Society of Orthopaedic Physician's Assistants (ASOPA)

Established and incorporated in 1976, the American Society of Orthopaedic Physician's Assistants (ASOPA) is an organization for physician extenders who specialize in orthopaedic Board-certified surgery. ASOPA members are usually employed by a Board-certified orthopaedic surgeon or by an orthopaedic facility.

The organization's primary purpose is to enhance the quality of patient care by providing professional development to orthopaedic physician's assistants through continuing education, certification, networking, publications and meeting with peers and other allied health professionals.

ASOPA represents OPAs on a larger scale within the American Academy of Orthopaedic Surgeons (AAOS) and The Bone and Joint Decade.

ASOPA Mission Statement

It is the purpose of the American Society of Orthopaedic Physician Assistants (ASOPA) to enhance the quality of medical treatment of Orthopaedic patients by providing skilled professional mid-level medical physician extenders to Orthopaedic Surgeons. ASOPA also serves to:

- Promote a high standard of patient care by providing to the membership information on advances in the field of Orthopaedics through continuing education, certification, publications and meetings.
- Provide guidelines of ethical practice for Orthopaedic Physician Assistants and to support Orthopaedic Physician Assistants locally, regionally and nationally.

ACADEMIC POLICIES AND PROCEDURES (See Entry-level section, page 74)

STUDENT CODE OF CONDUCT

Classroom and Laboratory Conduct and Standards

Most MOPA courses include labs for learning hands-on skills. Lab sessions are typically scheduled for Saturday and Sunday, however, some may require weekday attendance. Students are notified of the next term's lab schedule approximately two (2) months before the start of the term.

Students are expected to arrive to lecture and lab sessions on time and with the appropriate clothing and equipment. The following behaviors are also expected in all lecture and lab sessions:

- No gum, food or drinks (except in spill proof containers) are permitted in the lecture or lab areas. Gum chewing is only allowed during written examinations. No bubbles may be blown.
- Students will assist the instructors in the pre-and post-lab organization of equipment.
- Students will operate lab equipment in a safe and respectful manner.
- Shoes must be removed while on the lab tables or mats.

Laboratory Attire

- Surgical Green scrubs are required for all labs with the exception of Anatomy Lab. First term students only: Dark colored shorts and white T-shirt are required.

Attendance

1. Online Education Attendance

If you are enrolled in a course that is purely online (no face-to-face lab associated with it) then you may be moving through your coursework with a "cohort" group. This means you will have weekly attendance and assignments due along with your fellow classmates. Check your syllabus for a schedule of due dates or refer to your course map within the course platform for specific information on each assignment.

If your online course is self-paced, you may be provided with a timeframe or due date for completion. Again, check your syllabus for complete information on schedules, assignments and due dates.

In the online environment, attendance equates to signing into your course and interacting in some meaningful way either via an assignment, bulletin board discussion or test. No other student/course facilitator contact (e.g., telephone calls, faxes, email) satisfies the attendance requirement. Two weeks of unexcused "no-show" activity warrants automatic drop in grade to be determined by the instructor. A student who does not report during a third week will be asked to withdraw from the class

Course faculty are required to report student absences in an online course. However, it is the prerogative of the faculty member to determine if work submitted after the day of deadline will or will not receive any points or credit. Be advised that course facilitators are discouraged from awarding points for late student work that is designed to contribute to the overall class community (e.g., bulletin board threads, group work).

2. Laboratory Attendance

Students are expected to (1) be in the lab, (2) prepared to begin lab, and (3) wearing the appropriate attire by the designated starting time for that instructional period. Students who are going to be late or absent from lab due to an unexpected situation should contact the course instructor immediately (see course syllabus for contact information). Because of the amount of material covered in each lab session, absences from even two (2) hours of any lab session can be very detrimental to your understanding and application of the course material and your course grade. Students are strongly encouraged not to miss any portion of any lab. If a student misses more than 20% of the total lab hours in a course, the student must repeat the course. If the accumulated absence occurs before the time to withdraw, the student may withdraw from the

course. If the absences occur after the withdrawal date, the student can take a leave of absence or receive a NO GRADE (NG) for the course.

3. Excused Absences include (but may not be limited to)

- Illness
 - Required work events
 - Attendance at special services (e.g. wedding, funeral) for a member of the immediate family
- Planned absences must be approved in advance by the Program Director.*

4. Procedure for excused absences in MOPA Labs

Students are strongly encouraged not to miss any portion of any lab. If a student misses more than 20% of the total lab hours in a course, the student must repeat the course. In the event of an occurrence or emergency that necessitates missing any part of an OPA weekend lab, the procedure is as follows:

First contact should be the MOPA Director. If the MOPA Director gives approval to proceed, the student next contacts the course online instructor to seek permission for an excused absence. If the course online instructor approves, the student must then contact the lab instructor to request approval for the absence. If all three (program director, online instructor, and lab instructor) agree, the student will be granted an excused absence. Failure to follow this sequence will result in an unexcused absence which results in forfeiture of the right to review with the instructor all or any part of the material. This also includes taking written or practical exams. Unexcused absences are considered to be unprofessional behavior which could result in the final course grade being reduced by 5–10% and/or a referral to the Professional Misconduct Committee.

5. Unexcused Absences

Unexcused absences are considered to be unprofessional behavior. With any unexcused absence, students forfeit the right to review with the instructor, all or any part of the material, including test reviews, covered during that lab session. If a student misses more than 20% of the total lab hours in a course, the student must repeat the course. Students are expected to make travel arrangements that permit them to attend the full lab sessions on each scheduled lab weekend. Arriving late or leaving early for travel is considered unexcused absence except in cases of unavoidable conflicts or when approved in advance by the program director.

6. Tardiness

Tardiness is defined as being late for lab (even if by one (1) minute), and is also considered to be unprofessional behavior. It is expected that if a student is tardy for any class, the student will apologize to the instructor immediately after that class. If a student is tardy twice (2 times), the student will receive a warning letter with a copy of that letter placed in his/her file. A third tardiness and each subsequent tardiness will result in a 5% reduction per tardiness from a final course grade. This represents the University's minimal standard, individual faculty may outline additional consequences in their course syllabi.

For absences related to clinical fieldwork/clinical rotations classes, please refer to: *Clinical Education section.*

Professional Behavior

Professional behavior is expected on campus at all times. The first incidence of unprofessional behavior (other than absences and tardiness described above) will result in a warning letter to the student with a copy to his/her file. A second incidence will result in a referral to the Professional Misconduct Committee with a recommendation that the final grade in the course be reduced by 5-10%.

Student Attendance at Professional Conferences

All students are required to attend at least one (1) professional conference during their respective curriculum. Students will notify their program director or an assigned faculty member of their intent to attend a particular conference. Due to the nature of the weekend lab sessions, plan to attend a conference that is not scheduled during a regular lab weekend. Students are also responsible for conference costs including registration, hotel, and transportation expenses. Upon their return, students are required to provide proof of attendance at the conference to the Program Director or the assigned faculty member.

Conference attendance may include professional conferences such as the American Society of Orthopaedic Physician's Assistants (ASOPA) or others as approved by the Program Director.

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STUDENT POLICIES RELATED TO CLINICAL EDUCATION

Philosophy

The University of St. Augustine for Health Sciences is committed to the ideal that professional education requires a sound academic preparation in conjunction with practical clinical affiliation experience. To this end, the clinical education program seeks to provide a variety of stimulating environments to further the student's professional development.

The University of St. Augustine for Health Sciences is committed to providing each student an opportunity to meet their educational goals by providing the highest level of education in a variety of areas of patient care that is reinforced and built upon in the clinic. Students are expected to actively participate, question, explore, teach, and motivate during their interactions with the clinical community to reinforce their learning experiences and thereby enhance their education.

Clinical Education Sites stimulate the student to look beyond the information learned in the classroom to discover further meanings and relationships within the profession. Sites are selected for their ability to create learning situations that encourage the student to expand their knowledge, abilities, and skills. The Clinical Education Sites provide the students with an awareness of fiscal responsibility as it impacts their clients and institutions. The clinical affiliation experience exposes the student to realistic environments to allow practice in interdisciplinary communication, documentation, supervision of support personnel, problem solving, and the ethical, medico legal aspects of patient care.

The Clinical Education Department, working in conjunction with faculty personnel, places each student at the best possible clinical site available for the time period of their internship. We are very fortunate to have many affiliations throughout the United States which contributes to our ability to place every student every term. We ask that each student approach their clinical assignment with excitement and a sense of adventure that will give them the best possible experience.

Clinical Education Site Recruitment

Facilities that meet the standards and the needs of the University will be invited to become a Clinical Education Site. The relationship between the Clinical Education Site and the academic program is formalized through the Student Clinical Experience Agreement (contract). **Students will be placed only in clinical sites that have a duly executed contractual agreement with the University.**

If a student would like the Clinical Education Office to pursue a new site, the student **MUST** complete and submit the "Clinical Education New Site Request Form – DPT, MOT, MOPA", during their first term.

Clinical Site Contact:

Contact with potential Clinical Education Sites may occur by:

1. A member of the University Clinical Education Committee contacting the facility directly;
2. The facility contacting the University directly;
3. The facility being recommended to the University Clinical Education Committee by a member of the Advisory Committee, another program, a student, a faculty member, or an alumnus of the program.
4. An Occupational Therapy student upon approval by Clinical Education Committee

It is University policy that all contact with clinical sites **MUST** be coordinated through the Clinical Education Office.

Students, relatives or anyone associated with students are restricted from personally contacting any site for clinical affiliation placements for the purpose of recruitment. Students are also restricted from allowing any family member, friend or acquaintance from contacting any site for clinical affiliation placements for the purpose of recruitment. All leads should be brought to the Clinical Education Office for processing. Violations in this process will be forwarded to the University Professional Misconduct Committee.

Student Clinical Education Site Files

Clinical Education Site files are maintained by the Clinical Education Office. Clinical Education Site files include a memorandum of understanding or contract between the University and the site regarding clinical education as well as pertinent information about the site regarding clinical education experiences for occupational and physical therapy students. Students may access information regarding clinical education sites on the *myUSA* portal Clin-Ed tab.

Clinical Affiliation Assignments

Clinical education is considered a privilege, with each student assigned to a Clinical Education Site that will allow that student to achieve both curricular and personal clinical education goals. Any student placement at a site in which they have prior work or volunteer experiences **MUST** receive approval from the University Clinical Education Committee. Qualified sites for clinical education are experiencing increasing demands on their resources as schools seek clinical sites. Many sites have fluctuations in staffing or other administrative or fiscal restraints, which may require them to withdraw from a scheduled Clinical Affiliation on short notice. The University of St. Augustine for Health Sciences will make every effort to find a suitable Clinical Education Site to substitute for a canceled experience. It is important that the student maintain a flexible attitude during Clinical Affiliation placements to accommodate these unforeseen changes. Students should expect to travel outside of their local area for full-time clinical rotations. Hours of attendance are determined by the site.

Clinical Affiliations for OT and PT Students:

1. At the initial meeting discussing Internship or Fieldwork Assignment, students will receive the timeline for assignments, a (Clinical Education Request Forms) CERFs Received List and an All-Sites List. Students will be instructed on how to submit All-Purpose Forms of Special Considerations for Special Listings and Hardships.
 - a. Timelines will be given to each cohort. The timeline outlines the deadlines that must be met throughout the assignment process.
 - b. The CERF's Received Lists shows the current active clinical education sites that have responded positively or negatively to our request for the corresponding clinical affiliation dates for each discipline.
 - c. The All-Sites List is a listing by state of all of the clinical sites with whom the University has a contact.
 - d. Students may request special consideration for Hardship. "Hardship" is an **extraordinary** circumstance or situation ***beyond the expected difficulties inherent*** in doing a clinical internship, fieldwork or rotation. All Hardship requests are considered by the Clinical Education Committee on a case-by-case basis.
 - e. Students may special list a site if it meets the following criteria: (i) the site is on the All Sites List; and (ii) the site is not on the CERF's Received List. Students who fail to meet the designated due date for submission of All-Purpose Forms, forfeit their right for special consideration.
2. If current available sites do not meet the special needs of select students, they may research the status of other current sites with which the University has contracts.
 - a. The student reviews the All-Sites List.
 - b. The student reviews the CERFs Received List to determine if the facility has responded to the University's request for placements for the upcoming year.
 - c. If the facility **HAS** responded, the Clinical Education Office will not resend or request additional placements.
 - d. If the facility **HAS NOT** responded (i.e., there is no CERF received from the site), the student will complete the "CERF Inquiry" Form and submit it to the Clinical Education Office for follow up.
3. The Clinical Education Department has the final decision on all clinical placements. The final decision will be based on factors such as student academic/clinical needs and learning styles, clinical education site dynamics and personal issues.
4. Student Clinical Education Assignments will be distributed in the classroom or by email.

5. Students will have one (1) week to request changes. Mutual trading must be submitted in writing to the Clinical Education Office on the “All Purpose Form” for final approval. Coercion, threats, harassment or bribery will not be tolerated.
6. Confirmation letters to the sites, at the discretion of the ACCE/AFWC, will be faxed or emailed.
7. Once a student placement is confirmed, any change of dates or scheduling must be approved by the University Clinical Education Committee. If a student refuses to attend a site, it can affect their ability to graduate with their class. **Violations in this process will be forwarded to the University Professional Misconduct Committee.**
8. Students will be notified when their Clinical Affiliation Assignment has been confirmed.
9. Students will be notified if their Clinical Affiliation Assignment has been cancelled. The ACCE or AFWC will then place the student at a different site.
10. The AFWC/ACCE reserves the right to place any student who does not have a confirmed assignment 45 days in advance of the anticipated start date.
11. **International Clinical Affiliations Requests:** Any student that would like to be considered for an international clinical affiliation MUST complete the following process:
 - a. Students MUST attend the International Clinical Affiliation meeting organized by the Clinical Education Office on the designated date. This meeting will apply to students in their second trimester. The Clinical Education Office will announce the meeting to all students at least two (2) weeks prior to the meeting date.
 - b. The International Clinical Affiliation Application and fee MUST be submitted to the Clinical Education Office by the designated deadline. For the California campus, an initial request MUST be submitted to the Clinical Education Office on the appropriate form by the end of the first trimester.
 - c. All International Clinical Affiliation Applications will then be presented to the University faculty for recommendation. The Clinical Education Office will notify the student of the final decision.

Upon approval of the International Clinical Affiliation Application, students are required to meet the following criteria:

- a. The Clinical Instructor/Fieldwork Supervisor at the Site MUST speak English.
 - b. The Fieldwork Supervisor of the Occupational Therapy Site MUST be a graduate of a program recognized by the “World Federation of Occupational Therapy”.
 - c. The Clinical Instructor of the Physical Therapy Site MUST be a graduate of a program recognized by the “World Confederation of Physical Therapy”.
 - d. The student MUST be fluent in the professional language of the desired country.
 - e. The student affiliation agreement MUST be completed six months prior to the placement.
 - f. Students MUST purchase additional professional liability insurance.
12. **PT Pediatric Internship Requests:**

Student’s interested in completing a pediatric affiliation must declare their interest to the ACCE during the term where they will have completed 40 credit hours (equivalent of 2 full-time terms).

Pediatric affiliations are subject to 8 or 10-week experiences as requested by the site. Alteration may be made in other internship dates but not guaranteed.

Students are restricted from personally contacting any site for clinical affiliation placements. Students are also restricted from allowing any family member, friend or acquaintance from contacting any site for clinical affiliation placements. All leads should be brought to the Clinical Education Office for processing. Violations in this process will be forwarded to the University Professional Misconduct Committee.

Clinical Affiliations for MOPA Students;

Rotations are full-time (minimum of 40 hours per week) weekday assignments. All MOPA USA students doing rotations in the same term are given an opportunity to provide new sites for consideration in the placement process. Final placements are made by the Clinical Education Office. Students should expect to travel outside of their local area for full-time clinical rotations. Hours of attendance are determined by the site.

Clinical Affiliation Correspondence

All USA students will be provided with templates of correspondence to be sent to their assigned sites. For MOPA students, instructions will be given in the classroom. For OT and PT students, the following applies:

OT Students:

Approximately eight weeks before the Fieldwork experience, the student will write an introductory letter to the Fieldwork Supervisor (FWS). Letters must follow the specified format. This correspondence will include an AOTA Student Personal Data Sheet for Student Fieldwork Experience. The student will also request information on the dress code, contact person, arrival time, parking, directions, etc.

A copy of the letter and student personal data sheet must be submitted to the Clinical Education Office for placement in the student's file.

PT Students:

Approximately eight weeks before placement of the internship affiliation, the student will write an introductory letter to the Clinical Instructor (CI) or Center Coordinator of Clinical Education (CCCE). This letter is forwarded to the clinical site through the Clinical Education Office. This correspondence will include a current student photograph and an APTA Student Personal Data Sheet for Student Clinical Experience. The student will also request information on the dress code, contact person, arrival time, parking, directions to the facility, etc.

A copy of the letter must be submitted for approval and mailing. Letters must follow the specified format. A copy of the letters will be placed in the student's file.

A student that fails to complete the required paperwork in a timely manner may risk cancellation of their placement.

Failure to submit the required letters of correspondences in the timeframe requested will be considered an act of professional misconduct and will result in subsequent referral to the University Professional Misconduct Committee.

The Clinical Education Office will notify the students when they may initiate telephone communication with the assigned sites, following the mailing of the letters.

Clinical Shadowing Experiences

Students will participate in clinical affiliation experiences shadowing professionals as follows:

OT Students:

- a. First Trimester: Foundations of Occupational Therapy – Fieldwork Introduction
- b. Second Trimester: Fieldwork IA
- c. Third Trimester: Fieldwork IB

MOPA Students:

- a. First Trimester: Professional Issues – Externships I and II. Placements are made by the Clinical Education Office. Effort is made to place students locally (within a two-hour drive from their residence). Hours of attendance are determined by the site.

Safety and professionalism expectations are consistent with those previously outlined in this Student Handbook and course syllabus.

Contracts – Memorandum of Understanding

A copy of the duly executed contract – memorandum of understanding must be on file in the Clinical Education Office prior to student involvement in direct patient/client contact.

Health Policy

The University, in concurrence with participating agencies, requires students to provide evidence of a complete health examination and other tests prior to participation in University-sponsored activities including Clinical Education. Each of these requirements is completed at the student's expense. Proof of completion is submitted to the Clinical Education Office **on registration day and must be kept up-to-date thereafter**. Medical documentation is confidential and is filed in the Clinical Education Office.

Failure to comply with any health policies will preclude participation of the student in clinical affiliation experiences.

Students provide health documentation directly to the requesting agency. Due to confidentiality laws, these records **will not** be released to any third party. It is the student's responsibility to keep the original of all medical records and to have several copies on-hand.

Newly Matriculating Students:

1. New students are required to submit their medical information to the Clinical Education Office on the day of registration.
2. All students **MUST** maintain medical insurance coverage and provide a **copy** of their current card at registration.
3. All students are required to submit a two-part **Student Medical Record** form (comprehensive health examination).
The health examination must be **completed, signed and dated by a physician (MD/DO) within 30 days of the day of registration for Trimester I**. Nurse Practitioner or Physician's Assistant signatures will not be accepted.
4. Students must submit proof of immunization or immunity to the physician's office for:
 - a. Measles, Mumps and Rubella (MMR) **documentation of 2 immunizations after one (1) year of age, immunity established by the three laboratory blood tests or born before 1957**.
 - b. Varicella Titer (Chicken Pox) Students must have a blood test verifying a positive titer with the IGg number or two-shot series (history of disease is not an acceptable indicator).
 - c. Students must have either completed the Hepatitis B vaccine or have the titer verification of immunization and provided proof of such to the Clinical Education Office or have signed a waiver. Any waiver is kept in the student's file. Sites may refuse students that have not completed the series.
 - d. Tetanus Toxoid/Diphtheria injection **within the last seven years**.
 - e. PPD (Mantoux) Skin Test **within 30 days of registration** or chest X-Ray if positive. (Please note this test must be read within 72 hours.)
5. Students are required to enter the program with a current **TWO YEAR BLS (Basic Life Support) for HealthCare Providers American Heart Association card in CPR**. This certification must be **issued not more than 30 days prior to the day of registration** at the University. **Cards issued prior to this date will NOT be valid**. Students with invalid cards will be required to retake the course within the first 30 days of entering the program. Please be aware that some programs offering CPR cards are only good for one (1) year. **HOWEVER, STUDENTS MUST RECEIVE A TWO-YEAR CARD**. All students must also provide a **copy** of their current card at registration. If a student has not taken a CPR course, one is offered at the beginning of the term. Notify the Clinical Education Office, if this applies.
6. Students are required to enter the program with a current **TWO YEAR HEART SAVER FIRST AID** card. This certification must be issued not more than 30 days prior to the day of registration at the University. Students with either invalid cards or who have not taken

the course will be required to take the course within the first 30 days of entering the program. If a student has not taken a First Aid course, one is offered at the beginning of the term which is certified by the American HEART Association. Notify the Clinical Education Office if this applies.

7. Students will be required to complete training in Blood Borne Pathogens, HIV/AIDS and Universal Precautions within the first 30 days of registration. This course will be provided as part of your Practicum I course for PT students and Foundations of Occupational Therapy – Fieldwork Introduction for OT students.

Currently Enrolled Students:

1. All students **MUST** maintain medical insurance coverage and provide a copy of their current card to the Clinical Education Office and the clinical education site during clinical affiliation experiences.
2. Students are required to submit a two-part Student Medical Record form (comprehensive health examination), completed and signed by a physician (MD/DO) **ONLY** as follows:
 - a. OT students must complete an updated physical examination, including an updated TB test, no earlier than 4 months prior to participating in Fieldwork II, and all immunizations must be kept current.
 - b. PT students must complete an updated physical examination, including an updated TB test, within 30 days of the start date of Internship 1, and all immunizations must be kept current.
3. Students must always maintain up-to-date CPR and HIV/Aids/Blood Borne Pathogen status.
4. Students must have either completed the Hepatitis B vaccine or have the titer verification of immunization and provided proof of such to the Clinical Education Office or have signed a waiver. Any waiver is kept in the student's file. Sites may refuse students that have not completed the series.
5. A facility has the right to refuse to accept a student who has waived or not completed the Hepatitis series. A facility may also request additional physical examination criteria in order for a student to participate in a clinical affiliation at their facility. This information may be accessed through the Fieldwork Data Form/Clinical Site Information Form. **It is the student's responsibility to comply with the site's health policy.**

Post-Graduate Students:

Due to confidentiality laws, these health records **will not** be released to any third party. In addition, the Clinical Education Office **will not** process requests for copies of medical records post-graduation. **It is the student's responsibility to maintain original medical records.**

Failure to submit the required medical records in the time frame requested will be considered an act of professional misconduct and will result in subsequent referral to the University Professional Misconduct Committee.

Background Checks / Drug Testing

Upon acceptance at the University, all new students are required to complete a Criminal Background Check and Drug Screen which includes fingerprinting. All students are required throughout their enrollment to let their Program Director know if they are charged with a misdemeanor or felony. The student may be required to undergo an additional criminal background check and/or drug screening in advance of placement at certain facilities. In the event that this screen results in an unsatisfactory report, the facility has the right to refuse placement of the student. Payment necessary to accomplish a mandated background check and/or drug screen are the responsibility of the student.

Medical Insurance

Due to contractual agreements, the Clinical Education Office is responsible for the documentation of student medical insurance during **ALL** clinical affiliation experiences. Incoming students are required to submit a copy of their medical insurance card prior to going out on their first shadowing experience or

site visit, during the first trimester. Currently enrolled students are required to submit a copy of the Medical Insurance Verification Form to the Clinical Education Office.

If a student's medical insurance information changes at any time, they must submit a copy of the new information to the Clinical Education Office.

Failure to submit the required proof of medical insurance in the time frame requested will be considered an act of professional misconduct and will result in subsequent referral to the University Professional Misconduct Committee.

Attendance/Absence Policy

Attendance is mandatory. Students are expected to work a minimum of 40 hours per week according to facility operating schedule for the entire length of their scheduled affiliation as outlined in the University Academic Calendar. Students must submit written requests on the "Clinical Education All-Purpose Form" to the FWS/CI and to the AFWC/ACCE **FOR ANY DAYS OFF** during their clinical affiliation experiences.

1. Illness:

If the student is ill and unable to attend the clinical affiliation experience, the FWS/CI, the AFWC/ACCE and the Clinical Education Office must be notified prior to the expected time of arrival of the student for that day. The student returning to the clinical area must consider the nature of his/her illness as to whether he/she is safe to practice. If the nature of the illness is felt to endanger either the student or client, the clinical instructor and/or AFWC/ACCE may require that the student submit written documentation from a physician verifying that the student is able or unable to return to the clinical area. After reviewing the medical release, the student will be readmitted to the clinical area at the discretion of the FWS/CCCE of the Clinical Education Site and the AFWC/ACCE.

2. Travel Between Clinical Affiliation Experiences:

Students ARE NOT permitted to change the start and end dates of their Clinical Affiliation experiences without written permission from the FWS/CI and AFWC/ACCE.

Students who determine that additional travel days are necessary are to submit their initial request in writing to the AFWC/ACCE on the "Clinical Education All-Purpose Form" prior to starting their clinical affiliation experience. The AFWC/ACCE will be in contact with the FWS/CI during the student's clinical affiliation experience. The student will receive written permission from the AFWC/ACCE regarding which clinical affiliation experience the additional travel days will be allotted, the number of days that will be allotted, and how this time will be made up.

Written approval of this request will be granted by the sixth week and be dependent upon the following:

- a. The student's clinical performance
- b. The opportunities available to make up the days
- c. Any hardship it places on the facility to provide the days off

3. Holidays:

The student will follow the holiday schedule established by the Clinical Education Site, NOT the academic schedule of the University. The student must notify the Clinical Education Office in writing on the Clinical Education All-Purpose Form the scheduled holidays during their clinical affiliation experience.

4. Religious Holidays:

The student must submit a written request for Religious Holidays to the AFWC/ACCE and FWS/CI a minimum of three (3) days prior to the holiday and approval will be pending clinical site policy.

The student is required to make up any missed days prior to the completion of the clinical affiliation experience. Students missing any days of their clinical affiliation experience for any reason are at risk of failing the clinical affiliation experience. Students will submit a written plan to the AFWC/ACCE regarding how they will make up the time. Any violation to this policy is automatic referral to the University Professional Misconduct Committee.

Professional Behavior

Students are expected to abide by the Code of Ethics of their respective Associations. **Students demonstrating unprofessional behavior will fail their clinical affiliation experience regardless of their performance in other skill areas.** Specific skills and criteria upon which the student will be evaluated, related to professionalism, are detailed within clinical affiliation course syllabus, assignments and evaluation forms.

OT and PT students are required to procure and read the state practice act in the state where they will be practicing as student occupational/physical therapists. The physical therapy information is readily available on the APTA web page. The occupational therapy information can be accessed through the various state associations.

Clinical Dress Code

Students should reflect both professional dress and behavior during all clinical activities. Being neatly dressed, well-groomed, and avoiding "**FADDISH**" modes of dress is required. It is University policy that students maintain the University dress code while on clinical affiliation experiences unless this poses a problem with direct patient care and treatment application as determined by the clinical site. For example, many pediatric and psychiatric settings request that white lab coats not be worn as some patients may be fearful or apprehensive of authority figures in white coats. Students are required to obtain information regarding the dress code for their clinical affiliation and relay any variation to the University Clinical Education Committee.

Required Professional Dress Code:

Students **MUST** wear lab coats with nametags. Closed-toe and closed-heel shoes are to be worn. Socks or stockings must be worn. A clean neutral, solid color tennis shoe is acceptable. Shoes must also have a leather/rubber sole with limited height of 1" or less. The student must be well-groomed, with no heavy make-up, perfume, cologne, after-shave, or jewelry (other than watch and wedding rings-which may need to be removed at times for certain skills). Hair must be neatly pulled back away from face, nails groomed to 1/4" or less with neutral polish only (no artificial nails).

Ladies:

Dress pants with blouse/shirt **MUST** be worn.

NO: type of jeans, "hip-hugger" pants, "Capri" pants, "grunge look" pants, shorts, skirts, dresses (regardless of length), tank tops, sleeveless tops or low cut blouses/shirts are acceptable. Shirts must be of a length that can be tucked into and remain in pants. Underwear is not permitted to show.

Men:

Dress pants with dress shirt and tie **MUST** be worn.

NO type of jeans, "grunge look" pants, shorts, tank tops, sleeveless tops or low-cut shirts are acceptable. Shirts must be of a length that can be tucked into and remain in pants. Underwear is not permitted to show. Cleanly shaved or well-groomed beards/mustaches are acceptable.

Required Casual Professional Dress Code:

Khakis or casual full-length trousers with a polo shirt/golf shirt/casual blouse with a collar **MUST** be worn. If you choose to wear USA polo shirts, USA OT polo shirts must be worn to OT fieldwork experiences and USA PT polo shirts must be worn to PT clinical experiences. Shirts **MUST** be of a length that can be tucked into your pants and remain in your pants if you were to raise your hands above your head (jumping jacks).

Failure to adhere to the clinical dress code while on clinical affiliation experiences will be considered an act of professional misconduct and will result in subsequent referral to the University Professional Misconduct Committee.

Cell Phone Policy

Cell phones are to be off during clinical hours except with prior approval of the Clinical Instructor or Supervisor for emergency purposes.

Traveling/Living Expenses

Students should expect to travel outside for their full-time clinical affiliation experiences. Students are responsible for providing their own transportation and living expenses during all clinical affiliation experiences. In some cases, the site may be able to assist the student with locating housing. Students should anticipate additional costs of approximately \$4,000 for each full-time clinical affiliation experience. The amount incurred will vary according to the location of the facility to which they are assigned.

Employment

Students should not plan to hold outside employment while doing full-time internships/fieldwork/rotations. To do so seriously jeopardizes a student's chance of success due to distractions and fatigue. Clinical instructors/fieldwork supervisors often consider a student who is working to be less than committed to learning. The perceived need to work is not considered a hardship by the Clinical Education Office and no effort will be made to try to place a student somewhere that would allow him/her to work during the internship/fieldwork/rotation.

Outstanding Financial Obligations

Students MUST be in good financial standing with the University at the start of the clinical affiliation experience. A student with any outstanding financial obligations to the University will not be allowed to participate in their clinical affiliation experience until their financial obligation is met.

Reassignments during Clinical Affiliation Experiences

Students may request a reassignment during a clinical affiliation experience under the following conditions:

The occurrence of unethical/illegal practices

1. The designated Fieldwork Supervisor/Clinical Instructor possesses inadequate credentials and experience to act as mentor
2. It is an inappropriate type of experience needed by the student
3. There is an inadequate patient load or variety of diagnoses/experiences

The process of reassignment should be initiated as soon as the student identifies that there is a problem by calling the AFWC/ACCE. The AFWC/ACCE and University Clinical Education Committee will handle requests on a case-by-case basis. Students may be required to submit written documentation to support their complaints. Reassignments will be made through collaboration between the student and the AFWC/ACCE. All efforts will be made to salvage the experience through student and Fieldwork Supervisor/Clinical Instructor counseling and education. Students requesting leave for any other professional or personal reason will be dealt with on a case-by-case basis.

A clinical education site reserves the right to request that a student be removed from the site for various reasons. These will be dealt with on an individual basis with reassignments to be made at the discretion of the AFWC/ACCE based upon the nature of the request for removal of the student. All efforts will be made to salvage the experience through student and Fieldwork Supervisor/Clinical Instructor counseling and education.

The AFWC/ACCE also has the right to reassign a student based on any of the above circumstances.

Incomplete/Withdrawal/Failure

A student who has received an “Incomplete” while on a clinical affiliation experience will not be allowed to progress in the program or in any advanced study programs until the grade of “Incomplete” is remediated to a grade of “Pass”.

A student who has received a grade of “Incomplete” while on a clinical experience will not be eligible for the Program’s Outstanding Student Award.

A student who “withdraws” from a clinical affiliation experience is subject to University Grading Policy as previously described in this Handbook. The student must also meet with the AFWC/ACCE to establish a remediation plan.

A student who “fails” a clinical affiliation experience will be dismissed as per the University Grading Policy as previously described in this Handbook. The student also has the right to engage in the appeals process as outlined in this Handbook for failed clinical affiliation experience

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UNIVERSITY OF ST. AUGUSTINE

FOR HEALTH SCIENCES

WELCOME TO DISTANCE/ONLINE EDUCATION

As part of your educational program, you will be taking one or more of your courses online. This section is designed to prepare you for that experience.

We know you will find your online education program both rewarding and focused on your needs as a learner. With the advent of online education at the University of St. Augustine, learning can be accomplished anytime and anywhere! Your success with this medium will depend on how motivated you are and how well prepared you are as you begin your online studies. Our role is to provide you with well developed, meaningful courses. Highly qualified faculty is willing to assist you when you have questions or difficulty understanding the material and our staff will be there with you every step of the way to facilitate the administrative process.

You will find this handbook section useful as a tool to assist you in understanding the online educational environment, as a resource for technical issues, and as a document to refer to as you prepare to take online coursework. This manual defines the foundations of online education at the University of St. Augustine for Health Sciences.

You will find a strong network of support here at the University of St. Augustine; if you have questions concerning your online courses, you will find contact information on the online education webpage, http://my.usa.edu/ics/Online_Education/.

Best wishes as you begin your online journey.

Cindy Mathena

Cindy Mathena, PhD, OTR/L
Vice President / Dean Post Professional Education

CONTACT INFORMATION

Please contact the University when you require guidance or assistance with the Online Education Degree Programs, but only after you have checked this Handbook.

Each individual Online Degree program will e-mail you timely notices and information. Official letters will be sent to you after any review of your academic progress or other actions critical to your progression in the academic program. You will be able to access your course grades and final grades on-line. The University Registrar will issue you a user name and password to access grade information on the Student tab on the *myUSA* portal. You will also receive periodic newsletters from your program Administrative Assistant. These newsletters will keep you in touch with the academic program and its offerings.

Correspondence:

All correspondence should be emailed to the Administrative Assistant or Program Director

University of St. Augustine for Health Sciences
Attn: See Contact Information under individual Degree Programs
1 University Boulevard
St. Augustine, Florida, 32086-5799

Telephone - Please have the Student Handbook available when you make calls:

Main Number: (904) 826-0084 or (800) 241-1027

- Ask for the Administrative Assistant
- If the Assistant is unable to answer your question, you may be directed to contact the Program Director

**Doctor of Health Science and
Doctor of Education**

Gloria Doherty, Administrative Assistant
Ext 1283, gdoherly@usa.edu

**Transitional Doctor of Physical Therapy and
Doctor of Occupational Therapy**

Robin Lamoureux, Administrative Assistant
Ext 1224, rlamoureux@usa.edu

Tech Support

techhelp@usa.edu

DISTANCE/ONLINE EDUCATION

PURPOSE OF DISTANCE/ONLINE EDUCATION: It is the intention of this university to offer online coursework that will parallel the mission and philosophies of the Distance Education Program. We aim to provide a program that is unique to the health care education of physical and occupational therapists and orthopaedic physician assistants while at the same time maintaining uniformity in content and presentation.

PHILOSOPHY OF DISTANCE/ONLINE EDUCATION: The University of St. Augustine intends to provide a delivery method of education that not only excels in quality, but is unique in performance. We aim to provide an education that facilitates rich learning environments, that includes opportunities for acquiring basic and advanced skills, knowledge, conceptual understanding and relevance to the health and clinical sciences. The education provided should not function as an isolated dimension of intellectual activity, but as contributions to learners' development of strong identities as individual learners and participants in meaningful social and educational practice.

DISTANCE EDUCATION CORE VALUES

- Develop and Provide a Rich Curriculum
- Facilitate Interactive Learning
- Utilize High Quality Faculty
- Use of High Quality/User Friendly Platform

METHODS FOR DELIVERY OF ONLINE EDUCATION COURSES:

The University of St. Augustine will offer a variety of formats in educational delivery. Below is a summary of such offerings:

1. **Pure Online Course** - This course format offers content that is delivered purely online. Most often you will have scheduled interaction with an experienced faculty member as well as your other classmates. Occasionally a pure online course may offer you the opportunity to work at your own pace and interact only with your assigned faculty member.
2. **Combination Laboratory/Online course** - This course format offers lecture-type materials in an online format with weekend laboratory sessions in a face-to-face (traditional) format. In many cases the online course materials will be reviewed prior to attending the weekend laboratory sessions.
3. **Traditional Lecture/Laboratory** - In rare cases a course may be delivered in an exclusively live format (not online).
4. **Seminar/Online** – This means you will need to first attend a seminar. The most up-to-date seminar calendar is available under Continuing Education on the University's website www.usa.edu. You will be able to see when and where seminars are being provided. Secondly, after attending the seminar, you will need to complete the online course that corresponds with the seminar you attended. These courses are 10 weeks long.
5. **Residency** – These courses require you to be on-site. Being a distance education program, we keep these to a minimum.
6. **Blended Learning** – This format offers materials in both online and face to face (traditional) format.

ORIENTATION: Prior to beginning your online courses, you will receive a username, password and directions for logging into the course platform. At this time you will also be asked to complete a short, non-credit course titled: Introduction to Online Learning. This course will provide you with some general information about online learning and assist you in navigating the platform software you will use to take online courses.

BEING PREPARED: Your success in this program is based on your ability to use technology, if at any time you find yourself lost or with questions you can try one of the following options:

- check the *myUSA* portal Online Education tab for problem solving advice
- for more helpful information see links provided at <http://usa-document.com/is/>
- contact the program administrative assistant

Computer Equipment

As an online student you will be required to have access to or have your own computer. Check the *myUSA* portal Online Education tab for the most updated software requirements.

Email Account

As an online student you can request a university email address, continue to use your personal email address or set up a Gmail account. See the link provided for more information: Gmail manual - <http://www.makeuseof.com/tag/ultimate-guide-gmail-pdf/>

The ability to use email may well be one of the most important skills needed for your success online. You will use email to stay connected with faculty, other students and support staff at USA. Begin monitoring your account as soon as possible. The university will frequently use email to send important announcements and information. You in turn will be expected to be able to reply and interact in a timely manner.

You may wish to use the organizational features of your email software (folders, contacts, etc) to facilitate email management. Plan on checking your email frequently and set up an electronic filing system for messages, delete those you have already dealt with and save attachments to a designated area on your hard drive.

Remember to frequently check your “spam” or “junk” mailboxes. Sometimes University emails (.edu addresses) are identified as “spam” and important information is missed because the email message is not in your usual inbox.

Below are some commonly accepted etiquette and style guides to follow:

- Re-read and proof all of your messages before you send them, check that you are sending to the correct person.
- Do not use email for confidential messages.
- Avoid long messages that could be better sent as an attachment
- Remember, the receiver of your message cannot read your non-verbal communication. Be careful with humor or sarcasm, many people from all over the world will be a part of our learning environment-they may interpret your humor quite differently.
- Use of upper case letters is considered to be “shouting”.
- Avoid hitting the reply feature if you are on a list-serve and are trying to reply to only the sender of a message.

All current email programs allow you to send a file that is attached to your email message. A common use for this feature is to send a word processing document such as a paper or assignment, attached to your email message. It is common courtesy when sending an attachment to put the following information into the body of your email message:

- The name and version of the word processor you used
- The platform you are using

- The name of the attached file

Comment: Word processor and document files are not efficient in space utilization. We recommend using a compression utility for large files before attaching them to an email—compressed files will travel faster and will cause fewer problems for the receiver.

If you are utilizing a client-based email program, you can (double) click on the file attachment icon to open the attachment. You will need to save this attachment to your hard drive in order to work with it in the future. If you receive an attachment that has symbols or characters that don't seem to make sense, delete it or run your virus scanner.

Make Sure Your Virus Scanning Software is Up-To-Date

You will be responsible for maintaining an up-to-date virus scanner and you will need to schedule periodic updates as new viruses come out. Coursework lost due to a virus is the responsibility of the student.

If you already have virus scanning or anti virus software: Many newer computers come complete with anti-virus software already installed (may only be a trial version 30-90 days). Run the virus scanner to check your hard drive for the existence of a virus, and read the online help or the included manual to configure it to automatically check for (and disable or remove) viruses. It is also important to make sure that your virus scanner is updated periodically with new virus signatures. You can do that by visiting the software creator's web site and following the directions to download virus signature or definition updates. If your virus scanner does not report any problems with your system after scanning with current virus definitions installed, then you can be reasonably sure that you are safe.

If you don't have virus scanning software: It is very important to use a virus scanner. Viruses and other destructive programs are prevalent on the Internet. You have a number of virus protection options available, ranging from free virus scanners to commercial virus scanning programs available in retail stores and via mail order.

Please refer to the [myUSA](#) portal [Online Education](#) tab if you have questions about virus scanning or you may also wish to visit the Internet for virus information and updates.

If you are purchasing anti-virus software: If you purchase anti-virus software (such as McAfee or Norton) you may wish to also purchase the extended plan where updates are mailed to you (Norton's product is currently the most popular product for the PC and now comes with a "LiveUpdate" feature that automatically checks for updates).

DISTANCE/ONLINE EDUCATION POLICY AND PROCEDURES

COURSE SCHEDULES

If you move through your coursework with a **cohort group**, you will have weekly assignments due, along with your fellow classmates. It is your responsibility to check your syllabus for due dates or refer to the schedule, under **Learning in the course platform**, for information on assignments.

If your online course is **self-paced**, you can complete assignments as you are ready. However, you may be provided with a timeframe or due date for completion of the course. It is your responsibility to check your syllabus for complete information on schedules, assignments, and due dates.

Course Availability (for Distance Learning and Electives):

It is your responsibility to verify the availability of a course and to make scheduling adjustments if you find you must take the course during a particular trimester so your progress through your degree program will not be delayed.

ATTENDANCE

If you are enrolled in a course that is **purely online** (no face-to-face lab associated with it) then you may be moving through your coursework with a “cohort” group. This means you will have weekly attendance and assignments due along with your fellow classmates. Typically due dates will be on Friday or Sunday before 6 pm. Check your syllabus for a schedule of due dates or refer to your course map within the course platform for specific information on each assignment.

If your online course is **self-paced**, you may be provided with a timeframe or due date for completion. Again, check your syllabus for complete information on schedules, assignments and due dates.

In the online environment, attendance equates to signing into your course and interacting in some meaningful way either via an assignment, bulletin board discussion or test. No other student/course facilitator contact (e.g., telephone calls, faxes, email) satisfies the attendance requirement. Two weeks of unexcused “no-show” activity in a “cohort” group warrants automatic drop in grade to be determined by the instructor.

Course faculty is required to report student absences in an online course. However, it is the prerogative of the faculty member to determine if work submitted after the due date will or will not receive any points or credit. Be advised that course facilitators are discouraged from awarding points for late student work that is designed to contribute to the overall class community (e.g., bulletin board threads, group work).

TUITION REFUND POLICY

Student's Right to Cancel

You may withdraw from a degree program at any time. Contact the Director of your degree program at 1 University Boulevard, St Augustine, FL 32086 to request withdrawal from the program. You may contact the Registration office by phone at (904) 826-0084 ext 1266 to withdraw from an individual seminar.

Academic Credit Refund Policy

A separate payment or tuition price is charged for the academic credit (distance education) portion of a course as shown on the enrollment form. If you decide to cancel the academic credit portion of the course, the following refund policy applies:

- If you cancel within five (5) days after remitting payment for the academic credit tuition, the University will refund in full the academic credit tuition.
- If you cancel the academic credit portion of the course before completing and submitting the first credit assignment after five (5) days of remitting payment but before the specified course start date, the University will refund to you the academic credit tuition less an administrative fee equal to 20% of the tuition, but not to exceed \$200.
- After the receipt of one (1) or more credit assignments within the specified course enrollment period, the University will retain the administrative fee plus a percentage of the academic credit tuition as follows:

<i>Published Length of Course</i>	<i>Refundable Tuition Due After-</i>
1-6 weeks	1st week = 70% 3rd week = 20% 2nd week = 40% 4th week = 0%
7-10 weeks	1st week = 80% 4th week = 20% 2nd week = 60% 5th week = 0% 3rd week = 40%
11-15 weeks	1st week = 80% 6th week = 30% 2nd week = 70% 7th week = 20% 3rd week = 60% 8th week = 10% 4th week = 50% 9th week = 0% 5th week = 40%

Refunds shall be made within 30 days following the date the University receives the student's cancellation request. Cancellations for the course may be made by contacting the appropriate program administrative assistant at the University (904) 826-0084.

Academic Residency courses have a combined seminar and academic credit tuition. In these courses, the Seminar Tuition refund policy as shown above applies.

Refund Example: Differential Diagnosis in the Transitional DPT program is 8 weeks long, therefore it falls under the 7-10 weeklong course. The tuition for this 2-credit course is \$930 (\$465 x 2). A student decides to leave the course during the second week of the course (one (1) week of coursework completed). Therefore, the student is entitled to a refund of \$744.00 (80% of the remaining academic credit tuition) less the administrative fee of \$186.00 (20% of the total academic credit tuition, not to exceed \$200).

Tuition/Fees: Separate fees must be paid transcripts, copies and other such services. All required seminar manuals are included in seminar fees. Recommended and required textbooks are available at an additional cost.

For students who receive federal financial aid and who withdraw from on or before 60% of the term has elapsed, FCSL will calculate according to federal regulations, any amounts disbursed may be returned to the Title IV programs.

STUDENT PARKING

Florida Campus: When on the Florida campus, Distance/Online Education students may use the permanent University student parking lot. After 5:00 p.m. of each business day and during weekends, students may park in the North and West visitor/staff/faculty parking lots. See the campus map on the [myUSA](#) portal [Campuses](#) tab.

If a student is visiting campus during the week between the hours of 8:00 a.m. to 5:00 p.m. EST, he/she **MUST** stop by the front office in the Administration Building and obtain a Temporary Parking pass that will be displayed on the front dashboard of his/her car.

Additional provisions of the Florida Campus University parking policy are:

- No parking is permitted along the curbs of the student parking lot
- No parking is permitted adjacent to University property – i.e. access and side roads and other business' parking lots
- No parking is permitted on the extreme northern facing parking spots “carved” into the Orthopaedic Associates space
- No double-parking is permitted
- Excessive speed in the student parking lot or in accessing University roadways is prohibited
- All automobiles must be locked while on University property
- All stop signs and stop bars are to be observed
- Parking in the gravel lot is permitted but may be limited due to other University functions
- Access to the student parking lot is via San Bartolo Avenue. Access through Flagler Hospital Emergency Room entrance road is prohibited.

California Campus: Students are permitted to park in any of the parking spots on the perimeter of the two buildings (excluding designated visitor, handicapped, or carpool spots).

Students are responsible for any parking tickets received from the city for improperly parking on the street.

Additional provisions of the University parking policy are:

- No parking is permitted along the curbs Windy Point Drive, Borden Road, Windy Point or any street in adjoining neighborhoods
- No parking is permitted at the red curbs or in handicapped or visitor spots (unless you have the necessary designation)
- No double-parking is permitted
- Excessive speed in the parking lot is prohibited
- All automobiles must be locked while on University property
- All stop signs are to be observed

Vehicles repeatedly parked in violation of University regulations are subject to being booted or towed without notice by the University with the student required to pay the boot fee, hook-up fee, mileage, and storage fee charged by the towing company.

**EdD – DHSc – Transitional OTD and DPT
2012 – 2013 Calendar**

FALL 2012 TRIMESTER

August 23	Last Day to register for courses that begin on August 30th
August 28	Academic Appeals Committee Meets
August 30	Fall Trimester Classes Begin
August 30	Courses that start on August 30 th begin today
September 3	Labor Day-University closed
September 17	Last Day to register for courses that begin on September 24th
September 24	Courses that start on September 24 th begin today
October 08	Graduation applications Due for December Commencement
November 1	Mid-Term Academic Appeals Committee Meets
November 12	Veterans Day Observed- University Closed
November 21	Thanksgiving Holiday- University Closes at 3PM
November 22-23	Thanksgiving Break
November 26	University Re-opens
November 26 syllabus)	Assignments due for Trimester based courses (pen and paper, pure online follows course
December 7	Fall Trimester classes end
December 7	Fall Term Commencement Exercises
December 17	Last Day to register for courses that begin on January 7th
December 21	Holiday Break – University Closes at 5PM University Closed through January 1, 2013

SPRING 2013 TRIMESTER

January 2	University Re-opens
January 3	Academic Appeals Committee Meets
January 7	Spring Trimester Classes Begin
January 7	Courses that start on January 7 th begin today
January 21	Last Day to register for Courses that start on January 28 th
January 21	Martin Luther King Holiday-University Closed
January 28	Courses that start on January 28 th begin today
February 11	Graduation Applications Due for April Commencement
March 6	Mid-Term Academic Appeals Committee Meets
March 25 syllabus)	Assignments due for Trimester based courses (pen and paper, pure online follows course
April 12	Spring Trimester Classes End Spring Term Commencement Exercises

SUMMER 2013 TRIMESTER

April 25	Last Day to register for courses that begin May 2nd
April 30	Academic Appeals Committee Meets
May 2	Summer Trimester Classes Begin
May 2	Courses that start on May 2 nd begin today
May 20	Last Day to Register for Courses that start on May 28 th
May 27	Memorial Day Holiday – University Closed
May 28	Courses that start on May 28 th begin today
June 10	Graduation applications due for August Commencement
July 3	Mid-Term Academic Appeals Committee Meets
July 4	Observance of July 4 th Holiday –University Closed
July 23 syllabus)	Assignments due for Trimester based courses (pen and paper, pure online follows course
August 9	Summer Trimester Classes End Summer Term Commencement Exercises

FALL 2013 TRIMESTER

August 22	Last Day to register for courses that begin on August 29th
August 27	Academic Appeals Committee Meets
August 29	Fall Trimester Classes Begin
August 29	Courses that start on August 29 th begin today
September 2	Labor Day-University closed
September 16	Last Day to register for courses that begin on September 23 th
September 23	Courses that start on September 24 th begin today
October 14	Graduation applications Due for December Commencement
October 31	Mid-Term Academic Appeals Committee Meets
November 11	Veterans Day Observed- University Closed
November 27	Thanksgiving Holiday- University Closes at 3PM
November 28-29	Thanksgiving Break
December 2	University Re-opens
December 2	Assignments due for Trimester based courses (pen and paper, pure online follows course syllabus)
December 13	Fall Trimester classes end
	Fall Term Commencement Exercises
December 16	Last Day to register for courses that begin on January 6 th
December 23	Holiday Break – University Closes at 5PM
	University Closed through January 1, 2013

*Dates subject to change

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WELCOME

Congratulations and welcome! The Doctor of Health Science Degree is designed to allow physical and occupational therapists the opportunity to advance their clinical expertise to a level beyond the entry-level doctoral degree, while at the same time advancing their skills in teaching, management and leadership. The Doctor of Health Science recognizes advanced knowledge and skills associated with a specialized or applied area of a discipline.

MISSION STATEMENT

The Doctor of Health Science Degree is focused on teaching students to comprehend and adapt scientific knowledge and apply it in a manner that exemplifies clinical excellence. The Doctor of Health Science degree shall prepare occupational and physical therapists to become leaders in the areas clinical practice and academia through the development of advanced and concentrated practice skills. The degree will assist students in making meaningful contributions in their respective professions.

PROGRAM LEARNING OUTCOMES

Upon completion of the DHSc program, a student will:

- Demonstrate scholarly writing skills.
- Demonstrate pedagogically sound presentation skills.
- Demonstrate advanced research skills directed toward the understanding of the current body of research and knowledge in a given field of health and clinical sciences.
- Demonstrate the ability to think logically, critically, creatively and independently.
- Develop proficiency in assembling, synthesizing and presenting knowledge through the use of technological and other information services.
- Comprehend the critical elements in the role and scope of health sciences and clinical education
- Develop knowledge of fundamental concepts from which one can develop a rational and systematic approach to solving problems in health sciences and clinical education.
- Demonstrate the ability to conceptualize individual activities with a sense of independence in discovering information, fostering new ideas and solving health sciences and clinical education problems.
- Synthesize and apply knowledge in the form of a Scholarly Project.

Accreditation

The Doctor of Health Science (DHSc) is accredited by the Distance Education and Training Council (DETC). The Accrediting Commission of the Distance Education and Training Council is listed by the U.S. Department of Education as a nationally recognized accrediting agency, and is a recognized member of the Council for Higher Education Accreditation (CHEA). It is your responsibility to ensure that the institution at which you work/teach will accept any credit or degree earned through a nationally accredited program.

Doctor of Health Science Contact Information

The list of individuals below, along with their email addresses and telephone extension numbers, are part of your support team. When you call the University during regular office hours (Monday-Friday: 8:00am-5:00pm), you may ask for an individual by name or by extension number. If you call after-hours, enter the individual's extension number and leave a voice mail message.

University of St. Augustine:

(800) 241-1027 or (904) 826-0084
www.usa.edu

Doctor of Health Science:

Dr. Daniel Lofald, DHSc Program Director
ext 1288
dlofald@usa.edu

Gloria Doherty, Administrative Assistant
ext 1283
gdoherly@usa.edu

Mellisa Ballard, Clerk
Ext 1297
mballard@usa.edu

- Technical Support

techhelp@usa.edu

TUITION AND FEES

Tuition for all courses not involving a separate seminar is \$465.00/credit hour. Seminar coursework (for some clinical courses) is extra.

Seminar attendance and associated coursework varies by location and length of course. See www.usa.edu for more information on seminar availability, location and topic.

Estimated Cost of the DHSc

See pages 9-11 of this handbook. Textbooks, travel and lodging for seminars are additional.

Tuition may be slightly less if credits are transferred from another university. The students must buy their reading materials from an outside source. An estimated cost of textbooks and journals for the program is \$2,000.00.

*If the graduate wishes to purchase custom regalia, the Graduation Fee is \$650.00

Delivery Format

Courses in the DHSc program are offered in several formats. Students will take part in designing a curriculum that is online, in seminar format or a combination of both. There are two (2) required weekend residency courses.

All fees and tuition payments must be current before grade reports can be issued and paid in full before the announcement and award of the DHSc degree.

If at any time you have an unpaid University fee or tuition charge for two (2) consecutive trimesters, you are subject to dismissal from the program.

Transfer Credits:

Transfer of graduate credits previously earned from another accredited degree granting institution is limited to a maximum of 15% of the total number academic credits for the degree. See page 20 for more information.

Advanced Standing (see pages 20-21 for more information)

Graduation Fee

Graduation fee is based on your choice of graduation gown. If you choose the custom gown with dark blue velvet trim (for education), the current fee as of this printing is \$650.00. Should you choose the standard gown (worn by DPT/OTD graduates) the current fee is \$150.00. Prices may be subject to change.

Re-Instatement Fee

Students that voluntarily withdraw from the DHSc program in good standing, may be reinstated into the program for a fee of \$50.00. These individuals would be permitted to by-pass the application process if it were no more than two (2) years since withdrawal from the program. Any student seeking re-acceptance after the two (2) year period would need to follow the normal application process.

Time Limit

It is required that students complete all degree requirements within five (5) years. An extension of up to one (1) year may be requested. If the Program Director approves the extension, there is an extension fee of \$333 per trimester.

Possible Restrictions

Doctoral-level studies are rigorous. A successful degree completion requires commitment and responsibility. You should give serious consideration to the amount of effort and support required before committing yourself to the program. You must proceed in a timely and disciplined manner. You will begin the Introduction to Doctoral Studies course upon the next trimester offering (May, September or January). This will be the starting point for your academic program and it is expected that you will follow an orderly trimester sequence until the entire DHSc program is completed. The academic program and Scholarship Project is built on a three (3) to four (4) year time frame or 9-12 trimesters. The tuition is due each time you enroll in a course. Leaves of absence are available to the student up to a maximum of three (3) trimesters. There are trimester fees due during those leaves. Any modifications of this arrangement should be presented to the DHSc Director for review.

Course Extension

Students can receive up to 15 weeks of extension time per course. Once you pass the original completion date, you will receive an incomplete grade ("I"), which will be changed after you complete the course. If you do not complete the course after 15 weeks of extension, your incomplete grade becomes an "F". Students must contact the DHSc office if they are in jeopardy of not completing the course in the stated time frame.

To request an extension, please forward the information below to the Administrative Assistant after you have spoken with your instructor:

- Course name
- Instructor's name
- How much of the course is completed
- How much additional time you think will be needed to complete the course

CERTIFICATION

If you plan to complete a certification track as part of your degree program, the following information will outline each of the seminars required and suggested order of completion.

Examination Policy for Certification

- **Certification Exams**

The Certification Examination consists of a 5.5 hour comprehensive written examination plus oral and practical examinations in each of the prerequisite courses. All students are graded in each section as either pass, questionable, or fail.

You will need to make up any portion of the exam that you did not meet the minimum passing score.

Written and Oral

A minimum of 70% proficiency is required on all portions of the written and oral examinations.

- **Practical**

A minimum of 80% proficiency is required on all practical portions of the Certification Examination. The practical examinations require the student to meet both safety and technical skill performance competencies. Safety requirements must be met at a 100% competency level. If a student does not perform in a safe manner, the student will fail the practical examination; if the student earns less than 80% on technical performance, the student will fail the practical examination.

- **Retakes**

If it is necessary to retake any area of the exam, there are several choices available to you. Retake arrangements are made with Lori Hankins, Director of Continuing Professional Education: (904) 826-0084 ext 1203.

If you have two (2) or more incompletes you need to come to the Florida campus for the retake exam. If you have less than two (2) incompletes, you may retake at a certification, meet with the instructor at his or her city of residence, or at any place where that instructor is traveling to teach a course. Most of our instructors travel nationwide, and if you make arrangements with the University in advance, we can make arrangements for you.

If you have an incomplete in a written exam, you may take that written exam using a local librarian as your proctor.

- **Certification for Credit**

Once a DHSc student successfully completes all portions of the certification exam, three (3) credits will be awarded in the trimester in which the student started the examination process. Effective January 2002, any DHSc student that enters the program and has already achieved certification status will be awarded three (3) credits for the DPT course corresponding with the certification received. There is one condition to meet in order to receive these credits: the certification student must be in good standing by regularly complying with the professional development requirements as outlined in the certification policies.

Exception: University of St. Augustine graduates of the MScPT and MHSc programs that received certification credit within the Master's program cannot receive these credits in the DPT Program.

- **Completing And Passing Certification:**

Preparation/Certification is a six-day process entailing a review and update of all of the courses leading to the Certification and is conducted two (2) to (3) times a year on the Florida campus. The review will consist of five to six hours of class work a day with additional time for self-directed practice with colleagues. Several of the seminar instructors will take part in the review and examination process.

Students will be graded on each of the three (3) components (written, oral and practical) as either pass, questionable or fail.

As a rule, approximately 50% of those who attend pass everything on their first try. The remaining students generally pass on their first retake. Retake written exams are conducted nationwide, or at St. Augustine seminar sites. Advance arrangements are made with the Director of Continuing Professional Education, Lori Hankins. Specific retake information will be sent to those needing to schedule these examinations.

*Sports Physical Therapy and Primary Care Certification examinations are only offered at the first certification of the year (usually January or February).

A few important facts about seminar registration:

Try to register three (3) to four (4) months prior to the date of the seminar. A deposit of \$100 at time of registration is required to hold your "spot" and the balance will be due four (4) weeks prior to the seminar. It is particularly important to register early for the Preparation/Certification Week. There are limited slots each year for this exam. A 50% non-refundable, non-transferable deposit is required for certification.

Occasionally seminars are cancelled; this decision is usually made three (3) weeks prior to the start of the seminar. You will be notified immediately if this has occurred.

If you are a MPT or DPT graduate of the University of St. Augustine, because you successfully completed S1 and E1 as part of your program, you do not have to repeat the seminars. If you are electing to complete a certification track that requires these courses, you will have to complete the DHSc academic credit assignment that accompanies each seminar.

Doctor of Health Science

Certification fills up fast so you will need to register four (4) to six (6) months prior to taking certification. Manual Therapy Certification is offered 3-4 times a year on the Florida campus. Sport Physical Therapy and Primary Care are tested at the first certification week of the year only and Cranio-facial is offered during one of the scheduled weeks. Sports Physical Therapy students need to contact NASMI to register and attend the necessary certification segments provided by NASMI. The corresponding coursework for the sports courses is no longer available but you may complete a directed study or directed readings course to correspond with each seminar.

You need to attend the seminar before completing the credit assignment. You do not have to wait until you complete the credit assignment before taking the next seminar.

Certification Tracks listed on pages 166–167 (Transitional DPT program).

ACADEMIC REQUIREMENTS

Required Courses

Trimester Hours

EDF 7000	Introduction to Doctoral Studies	3
EDF 7100	Research Methods and Statistics	6
EDF 7150	Foundations of Teaching and Learning	3
EDF 7125	Organizational Leadership and Policy in Health Care	3
EDF 7200	Residency I	2
EDF 7225	Residency II	2
EDF 7300	Oral and Written Comprehensive Exam	3
HSC 7860	Scholarship Project	12
Total Required Credits		34

Clinical Courses (each student will choose 15 credits, course examples are included below, other courses available include the manual therapy series, cranio-mandibular series, gerontology, pediatrics and other advanced clinical options)

Trimester Hours

HSC 7300	Imaging	2
PHT 7220	Differential Diagnosis	2
HSC 7401	Pharmacology	2
HSC 7360	Spinal Instability	2
BSC 7001	Foundations of Clinical Orthopaedics	3
BSC 7301	Ergonomics	2
HSC 7320	Advancing Your Hand Therapy Skills	2
HSC 7413	Upper Extremity Imaging	2
HSC 7210	Extremity Evaluation and Manipulation	2
PHT 7220	Myofascial Manipulation	2
TBA	Application of Motor Control	2
TBA	Electrotherapy	2

Elective Courses (each student will choose 11 credits from the following)

EDF 7140	Philosophy of Knowledge	3
EDF 7160	Curriculum Development in Health Sciences Education	3
EDF 7170	Motivational Theory in Health Care Education	3
EDF 7180	Technology in Higher Education	3
EDF 7190	Current Issues in Health Sciences Education	3
EDF 7400	Advanced Topics: Expertise & Expert Performance	3
EDF 7250	Teaching Internship	Variable
IDS 7455	Independent Study	1-4

Total Credits

60

GOOD ACADEMIC STANDING, ACADEMIC PROGRESSION, RETENTION, WARNING AND PROBATION

The role of the Academic Progression and Retention Committee (APRC), in conjunction with the Student Services Office, is to monitor each student's academic progress throughout the curriculum. Grades from each faculty member are submitted to the APRC at midterm for their review. At the end of each trimester, grades are submitted to the Registrar. The Registrar will notify students who are placed on probation or are dismissed from the respective academic program of their status.

1. To remain enrolled in the DHSc Program, the student must maintain:

- Active Status or Approved Leave of Absence Status
- Good Academic Standing

2. Active Status:

- A student is in active status if the student:
 - a. Registers for one (1) course within twelve (12) weeks after official acceptance into the program, and
 - b. Completes a course within six (6) months of acceptance into the program
 - c. Registers for a minimum of five (5) credits each ensuing full calendar year or fewer credits with the written permission of the Program Director, and completes those courses within the prescribed period, and
 - d. Maintains timely and effective communication with the program office.

3. Leave of Absence:

- An enrolled student who wishes to obtain a leave of absence from the program must submit a formal written request to the Program Director for review and response. The Student must either withdraw or complete any current course work prior to the LOA request. The request should outline extenuating circumstances and define the amount of leave of absence time needed.
 - a. A maximum of six (6) months leave of absence per request may be granted.
 - b. The student's enrollment expiration date will be extended by the length of the approved leave
- Students should be aware that any leave from the institution may have a financial aid impact and should consult with the Financial Aid Office. In compliance with federal regulations, for Federal financial aid purposes, a Leave of Absence is treated the same as a withdrawal. If you are considering taking a leave of absence, please be aware of the following.
 - a. In accordance with financial aid regulations, a leave of absence cannot exceed 180 days. If your leave of absence exceeds 180 days your loan will go into repayment status
 - b. You must make written request to be granted a leave of absence (refer to your student handbook for procedure).
 - c. You will be required to complete exit counseling prior to beginning an approved leave of absence
 - d. It will be necessary to reapply for loans upon return to school.
 - e. You must notify the Financial Aid Office upon your return to school, so that your lender, guaranty agency, and National Student Loan Data System (NSLDS) can be notified

4. Inactive Status:

- A student will be placed on inactive status when failing to complete five (5) credits within a 12 month period based on the date of admission to the program. The student will receive a letter from the University registrar notifying him/her of this status change.

- When the student completes five (5) credits within one (1) calendar year, he/she will be placed back on active status (*Note: seminars alone do not count toward academic credit and meeting this requirement*)
- If the student does not complete at least five (5) credits within one (1) year of being placed on inactive status, he/she will be referred to the Advanced Studies Progression Committee for possible dismissal from the program
- A student may be placed on inactive status only once during enrollment in the DHSc program. The student will be dismissed from the program if he/she fails to meet the yearly requirements for coursework progression a second time.

5. Good Academic Standing:

- To remain in good academic standing a student must:
 - a. maintain a 3.0 GPA (see Probation information below)
 - b. not earn a grade below a C (See Dismissal section)
 - c. be in compliance with the University Academic Integrity Policy which stipulates that all academic work represents the individual work of the stated author. Input and assistance from others must always be appropriate and fully acknowledged

6. Probation:

- A student who makes a grade of “D” in any course will be placed on academic probation and must undergo remediation and repeat the course for credit. A remediation plan must be developed by the student and will be monitored by the Program Director.
 - a. When retaking the course, the student must receive a grade of “C” in order to progress academically.
 - b. **If the student receives a grade below a “C” on retake, the student will be dismissed.**
 - c. *When the grade of “C” is achieved on retake, the student will be taken off Academic Probation if his/her GPA is 3.0 or above.*
- If the GPA of a student falls below the program level (3.0), the student will be placed on academic probation by the Program Director.
- Following being placed on probation, the student will be required to submit an academic study plan to the Program Director to explain how he/she plans to elevate the GPA to the programs acceptance level (3.0). The Advanced Studies Progression Committee will review all study plans.
- The student will be expected to elevate his/her GPA to 3.0 or above within one (1) calendar year. If a student fails to elevate his/her GPA to 3.0 or above, the student’s record will be referred to the Advance Studies Progression Committee for review and possible dismissal from the program.
- A student will not be permitted to progress to the final stage of the DHSc program while on probation. Remedial coursework may be necessary to increase the GPA prior to starting the final project. The final stage for the DHSc program is Comprehensive Oral and Practical Examination and Dissertation.

7. Dismissal:

- If a student does not register for one (1) course within twelve (12) weeks after official acceptance into the program, the Program Director will notify the Registrar to send the student a notice of dismissal
- Based on recommendations of the Advanced Studies Progression Committee, the student may be dismissed from an Advanced Studies Program when a student:
 - a. Fails to maintain active status.
 - b. Does not return to active status after an approved leave of absence period.
 - c. Receives a grade of “F” in any Course.
 - d. Receives a grade below a “C” when retaking any Course.

- e. While on probation, does not improve academic performance to at least a 3.0 GPA within the prescribed calendar year.
 - f. Does not complete at least five (5) credit hours within one (1) year after being placed on inactive status.
 - g. Has more than one (1) “W” in any course or three (3) withdraws total during the program.
 - h. Fails to comply with the University Academic Integrity Policy.
 - i. Fails to complete the program requirements within five (5) years.
 - Failure to complete the program within the prescribed enrollment period may result in dismissal by the Progression Committee.
 - An extension of the program enrollment timeline for extenuating circumstances may be requested in writing to the Program Director who will present the request to the Advanced Studies Progression Committee for review. If the Progression Committee approves the extension, the student will pay the prescribed trimester extension fee by the due date upon being billed by the accounting department. If the extension fee is delinquent by two (2) weeks, the student may be dismissed.
- Upon dismissal, the student will receive a letter (sent certified mail) from the University’s Registrar.

8. Right of Appeal:

- Any student who has been dismissed from the Program may formally appeal this decision in writing to the Director within ten (10) business days from receipt of the notification. If the student does not meet the stated deadline, the appeal may not be considered. In extenuating circumstances, the student may request an extension from their respective Program Director; however, this request must be made within the above stated deadline.
- The appeals letter should address:
 - a. The rationale behind the appeal and why the student believes the appeal is warranted.
 - b. Future circumstances which will permit the student to rectify previous poor academic performance or deficient course activity.
- The Director will notify the Appeals Committee of the appeal within two (2) working days. The Appeals Committee meets twice during the trimester; see the University academic calendar for dates.
- The Director will inform the student, the Appeals Committee, the Progression Committee, and the Registrar in writing of his/her decision regarding the appeal at the earliest convenient time for all parties involved.
- Should a student not agree to the decision of the Appeals Committee, the student has the right of an appeal to the President or his/her appointed designee. The appeal must be submitted, in writing, within five (5) business days to the President. Upon request, the President or his/her designee with review pertinent records, at his/her discretion, including a review of the process to ensure that it was correctly followed, and may meet with the Appeals Committee and the student. The President or his/her designee will follow the process as established in this handbook and ensure that the process was followed.
- Following the decision of the President or his/her designee, the student has the right to request binding arbitration. This is the only remaining recourse for the student. The arbitrator will be sought from the American Arbitrator Association or equivalent and the cost of this arbitration process will be the student’s responsibility.
- Dismissal policies will be implemented as fairly and equitably as possible considering all extenuating circumstances.

9. The Right of Petition:

- A student may petition the University for an exception, exemption, waiver, or special consideration of any policy. All petitions must be submitted in writing, preferably limited to one (1) page, and accompanied by supporting documentation. Petitions should be addressed to the Director of the Program who, in consultation with appropriate administration and faculty, will decide the outcome. Petitions are accepted for purposes such as:
 - a. Reconsideration of rejected applicant for admission to the University.
 - b. Extending the course of study to complete the program
 - c. Transfer a credit when the initial transfer request was denied
 - d. Permission to continue in the program after being counseled out
 - e. Appealing a grade or dismissal from the program.
- The Director’s decision may be appealed to an arbitration committee, whose decision is final. Each petition is a case unto itself and does not create a precedent for any cases to follow.

DEGREE COMPLETION

Acceptance into the University and payment of tuition is not a contract assuring that the student will graduate with the applied for degree. Graduation will depend on a satisfactory grade point average, professional conduct, and the satisfactory completion of your learner’s contract. This handbook and the course syllabi detail what is considered “satisfactory”.

- The following requirements must be met for a learner to be eligible for graduation:
 1. Each learner must satisfactorily complete all parts of the learner’s contract and be in academic good standing.
 2. All fiscal obligations to the University or its subsidiaries must be paid in full.
 3. The student must make application for graduation one (1) trimester prior to the proposed date of graduation.
 4. Should a student be unable to successfully complete part of the final coursework but has successfully met all other degree requirements, the learner may be allowed to walk at commencement. The candidate will sign an acknowledgement regarding participation in the ceremony. The candidate will be “hooded” during the ceremony, but will not receive a signed diploma. The signed diploma will be dated to reflect the actual date of degree completion as will be denoted on the transcript. The graduate will have the option of participating in the commencement ceremony subsequent to degree completion to receive the signed diploma.

Once all your coursework and assignments have been completed you will be in a position to submit your paperwork and request graduation. The Graduation Application form is located on the [myUSA](#) portal Students tab.

Send the graduation application and graduation fee to the University’s Student Services Office. Refer to the latest Academic Calendar to indentify the due date for applications for the upcoming graduation. The graduation fee covers the cost of the regalia and diploma. These items are sent to the student if not attending the formal graduation ceremony.

The Program Director will perform a degree audit to verify completion of the minimum number of credits, GPA overall of 3.0 and the financial office will assure that all fiscal obligations to the University or its subsidiaries have been met in full.

Commencement ceremonies are held three (3) times a year – April, August and December. See the Entry Level Academic Calendar on pages 78 - 81 or on the [myUSA](#) portal Students tab.

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WELCOME

Congratulations and welcome! You have made a choice to undertake a higher education degree that will enhance your career and further your knowledge and skills. The faculty and staff at the University of St. Augustine for Health Sciences are happy to assist you through your program and are happy to welcome you to the program.

This portion of the Handbook will familiarize you with the Doctor of Education (EdD) Program at the University of St. Augustine for Health Sciences. We strongly advise you to read the entire Handbook carefully. It will answer many questions you might have about the Program and guide you through the process of earning your degree.

MISSION STATEMENT

The University of St. Augustine Doctor of Education (EdD) program provides a multidisciplinary environment to build skills in leadership, academic preparation and enhancement of health sciences education provision, through innovative and individualized education.

PROGRAM LEARNING OUTCOMES

Upon completion of the EdD program, a student will:

- Demonstrate a comprehensive knowledge of theories in education and their applications to specific areas of the health sciences.
- Demonstrate scholarly writing skills
- Demonstrate pedagogically sound teaching and learning skills.
- Demonstrate the ability to function in professorial track teaching or at high levels of organizational administration
- Utilize advanced research skills directed toward the analysis of knowledge in a given field of health sciences
- Develop skills in professional leadership and health policy
- Produce new knowledge in the area of teaching and learning specific to the health sciences.

ACCREDITATION

The Doctor of Education (EdD) is accredited by the Distance Education and Training Council (DETC). The Accrediting Commission of the Distance Education and Training Council is listed by the U.S. Department of Education as a nationally recognized accrediting agency, and is a recognized member of the Council for Higher Education Accreditation (CHEA). It is your responsibility to ensure that the institution at which you work/teach will accept any credit or degree earned through a nationally accredited program.

Doctor of Education CONTACT Information

The list of individuals below, along with their email addresses and telephone extension numbers, are part of your support team. When you call the University during regular office hours (Monday-Friday: 8:00am-5:00pm), you may ask for an individual by name or by extension number. If you call after-hours, enter the individual's extension number and leave a voice mail message.

University of St. Augustine:

(800) 241-1027 or (904) 826-0084
www.usa.edu

Doctor of Education:

Dr. Daniel Lofald, Ed.D Program Director
ext 1288
dlofald@usa.edu

Gloria Doherty, Administrative Assistant
ext 1283
gdoherly@usa.edu

Mellisa Ballard, Clerk
ext 1297
mballard@usa.edu

- **Technical Support**

techhelp@usa.edu

Edd Dissertation Committee:

The purpose of the EdD committee is to review the learner's research progress through the dissertation portion of their coursework. The student's EdD committee will consist of the faculty mentor, the student, and one additional member. Both members should have some expertise in the area of study and one of these should be from another College or University outside the University of St Augustine. The faculty mentor should be chosen by the learner and approved by the Director of the EdD Program. The additional member must be approved by agreement of the faculty mentor and learner.

Meetings should be held on an as needed basis. These meetings may be brief and will focus on the learner's progress. The faculty mentor is responsible for the design and completion of the student's research work, only when the proposal is in the development stages will the other member of the committee need to be involved.

TUITION AND FEES

The trimester fee covers all courses that are approved as part of your Candidate's Contract. Tuition for university trimesters is paid at the beginning of each trimester.

Tuition for all courses is \$465.00/credit hour.

Estimated Cost of the Ed.D

See pages 9-11 of this handbook. Textbooks, travel and lodging are additional.

Tuition may be slightly less if credits are transferred from another university. The students must buy their reading materials from an outside source. An estimated cost of textbooks and journals for the program is \$2,000.00.

*If the graduate wishes to purchase custom regalia, the Graduation Fee is \$650.00

All fees and tuition payments must be current before grade reports can be issued and paid in full before the announcement and award of the EdD degree.

If at any time you have an unpaid University fee or tuition charge for two (2) consecutive trimesters, you are subject to dismissal from the program.

Transfer Credits:

Transfer of graduate credits previously earned from another accredited degree granting institution is limited to a maximum of 15% of the total number academic credits for the degree. See page 20 for more information.

Advanced Standing (see pages 20-21 for more information)

Graduation Fee:

Graduation fee is based on your choice of graduation gown. If you choose the custom gown with dark blue velvet trim (for education), the current fee as of this printing is \$650.00. Should you choose the standard gown (worn by DPT/OTD graduates) the current fee is \$150.00. Prices are subject to change.

Re-Instatement Fee

Students that voluntarily withdraw from the EdD program in good standing may be reinstated into the program for a fee of \$50.00. These individuals would be permitted to by-pass the application process if it were no more than two (2) years since withdrawal from the program. Any student seeking re-acceptance after the two (2) year period would need to follow the normal application process.

Time Limit

It is required that students complete all degree requirements within five (5) years. An extension of up to one (1) year may be requested. If the Program Director approves the extension, there is an extension fee of \$333 per trimester.

Possible Restrictions:

Doctoral-level studies are rigorous. A successful degree completion requires commitment and responsibility. You should give serious consideration to the amount of effort and support required before committing yourself to the program. You must proceed in a timely and disciplined manner. You will begin the Introduction to Doctoral Studies course upon the next trimester offering (May, September or January). This will be the starting point for your academic program and it is expected that you will follow an orderly trimester sequence until the entire EdD program is completed. The academic program and dissertation is built on a three (3) to four (4) year time frame or 9-12 trimesters. The tuition is due each time you enroll in a course. Leaves of absence are available to the student up to a maximum of three (3) trimesters. There are trimester fees due during those leaves. Any modifications of this arrangement should be presented to the EdD Director for review.

Course Extension

Students can receive up to 15 weeks of extension time per course. Once you pass the original completion date, you will receive an incomplete grade ("I"), which will be changed after you complete the course. If you do not complete the course after 15 weeks of extension, your incomplete grade becomes an "F". Students must contact EdD Office if you are in jeopardy of not completing the course in the stated time frame.

To request an extension, please forward the information below to the Administrative Assistant after you have spoken with your instructor:

- Course name
- Instructor's name
- How much of the course is completed
- How much additional time you think will be needed to complete the course

ACADEMIC REQUIREMENTS

Required Core Coursework- EdD (both higher education and clinical tracks) in order of suggested completion (all courses in this section are required and must be completed before a student can move on to the higher education or clinical track).

Required Courses	Trimester Hours
EDF 7000 Introduction to Doctoral Studies	3
EDF 7140 Philosophy of Knowledge	3
EDF 7100 Evidence Based Research Methods	6
EDF 7150 Foundations of Teaching and Learning	3
EDF 7125 Organizational Leadership & Policy in Health Care	3
EDF 7200 Residency I	2
EDF 7225 Residency II	2
EDF 7300 Oral & Written Comprehensive Testing	3
EDF 7850 Dissertation/Oral Defense	12
TOTAL REQUIRED CORE CREDITS for EdD	37

These courses would be utilized as requirements in an EdD Higher Education Track:

EDF 7010 Teaching Online	1
EDF 7160 Curriculum Development	3
EDF 7170 Motivational Theory in Health Care	3
EDF 7180 Technology in Education	3
EDF 7190 Current Issues in Health Science Education	3
EDF 7400 Advanced Topics: Expertise & Expert Performance	3
EDF 7250 Teaching Internship*	Variable
EDF 7455 Independent Study	Variable
Transfer Credits	Up to 9
TOTAL CREDITS FOR DEGREE COMPLETION	60

Possible Future Electives: Student Assessment

TOTAL EdD Track Credits: 12 plus 11 from Internship, Ind. Study or Transfer Combination.

***Processing Teaching Internship Credit Work:** Meet with the Director who will, after learning of your areas of interest, meet with the Program Directors and faculty to arrange the trimesters and the content areas in which you will participate.

Your teaching internship will be evaluated by the faculty mentor per the Teaching Internship Contract.

GOOD ACADEMIC STANDING, ACADEMIC PROGRESSION, RETENTION, WARNING AND PROBATION

The role of the Academic Progression and Retention Committee (APRC), in conjunction with the Student Services Office, is to monitor each student’s academic progress throughout the curriculum. Grades from each faculty member are submitted to the APRC at midterm for their review. At the end of each trimester, grades are submitted to the Registrar. The Registrar will notify students who are placed on probation or are dismissed from the respective academic program of their status.

1. To remain enrolled in the EdD Program, the student must maintain:

- Active Status or Approved Leave of Absence Status
- Good Academic Standing

2. Active Status:

- A student is in active status if the student:
 - a. Registers for one (1) course within twelve (12) weeks after official acceptance into the program, and
 - b. Completes a course within six (6) months of acceptance into the program
 - c. Registers for a minimum of five (5) credits each ensuing full calendar year or fewer credits with the written permission of the Program Director, and completes those courses within the prescribed period, and
 - d. Maintains timely and effective communication with the program office.

3. Leave of Absence:

- An enrolled student who wishes to obtain a leave of absence from the program must submit a formal written request to the Program Director for review and response. The Student must either withdraw or complete any current course work prior to the LOA request. The request should outline extenuating circumstances and define the amount of leave of absence time needed.
 - a. A maximum of six (6) months leave of absence per request may be granted.
 - b. The student’s enrollment expiration date will be extended by the length of the approved leave
- Students should be aware that any leave from the institution may have a financial aid impact and should consult with the Financial Aid Office. In compliance with federal regulations, for Federal financial aid purposes, a Leave of Absence is treated the same as a withdrawal. If you are considering taking a leave of absence, please be aware of the following.
 - a. In accordance with financial aid regulations, a leave of absence cannot exceed 180 days. If your leave of absence exceeds 180 days your loan will go into repayment status
 - b. You must make written request to be granted a leave of absence (refer to your student handbook for procedure).
 - c. You will be required to complete exit counseling prior to beginning an approved leave of absence
 - d. It will be necessary to reapply for loans upon return to school.
 - e. You must notify the Financial Aid Office upon your return to school, so that your lender, guaranty agency, and National Student Loan Data System (NSLDS) can be notified

4. Inactive Status:

- A student will be placed on inactive status when failing to complete five (5) credits within a 12 month period based on the date of admission to the program. The student will receive a letter from the University registrar notifying him/her of this status change.
- When the student completes five (5) credits within one (1) calendar year, he/she will be placed back on active status (*Note: seminars alone do not count toward academic credit and meeting this requirement*)

- If the student does not complete at least five (5) credits within one (1) year of being placed on inactive status, he/she will be referred to the Progression Committee for possible dismissal from the program
- A student may be placed on inactive status only once during enrollment in the EdD program. The student will be dismissed from the program if he/she fails to meet the yearly requirements for coursework progression a second time.

5. Good Academic Standing:

- To remain in good academic standing a student must:
 - a. maintain a 3.0 GPA (see Probation information below)
 - b. not earn a grade below a C (See Dismissal section)
 - c. be in compliance with the University Academic Integrity Policy which stipulates that all academic work represents the individual work of the stated author. Input and assistance from others must always be appropriate and fully acknowledged

6. Probation:

- A student who makes a grade of “D” in any course will be placed on academic probation and must undergo remediation and repeat the course for credit. A remediation plan must be developed by the student and will be monitored by the Program Director.
 - a. When retaking the course, the student must receive a grade of “C” in order to progress academically.
 - b. **If the student receives a grade below a “C” on retake, the student will be dismissed.**
 - c. *When the grade of “C” is achieved on retake, the student will be taken off Academic Probation if his/her GPA is 3.0 or above.*
- If the GPA of a student falls below the program level (3.0), the student will be placed on academic probation by the Program Director.
- Following being placed on probation, the student will be required to submit an academic study plan to the Program Director to explain how he/she plans to elevate the GPA to the programs acceptance level (3.0). The Advanced Studies Progression Committee will review all study plans.
- The student will be expected to elevate his/her GPA to 3.0 or above within one (1) calendar year. If a student fails to elevate his/her GPA to 3.0 or above, the student’s record will be referred to the Advance Studies Progression Committee for review and possible dismissal from the program.
- A student will not be permitted to progress to the final stage of the Ed.D program while on probation. Remedial coursework may be necessary to increase the GPA prior to starting the final project. The final stage for the Ed.D program is Comprehensive Oral and Practical Examination and Dissertation.

7. Dismissal:

- If a student does not register for one (1) course within twelve (12) weeks after official acceptance into the program, the Program Director will notify the Registrar to send the student a notice of dismissal
- Based on recommendations of the Advanced Studies Progression Committee, the student may be dismissed from an Advanced Studies Program when a student:
 - a. Fails to maintain active status.
 - b. Does not return to active status after an approved leave of absence period.
 - c. Receives a grade of “F” in any Course.
 - d. Receives a grade below a “C” when retaking any Course.
 - e. While on probation, does not improve academic performance to at least a 3.0 GPA within the prescribed calendar year.
 - f. Does not complete at least five (5) credit hours within one (1) year after being placed on inactive status.

- g. Has more than one (1) “W” in any course or three (3) withdraws total during the program.
 - h. Fails to comply with the University Academic Integrity Policy.
 - i. Fails to complete the program requirements within five (5) years.
 - Failure to complete the program within the prescribed enrollment period may result in dismissal by the Progression Committee.
 - An extension of the program enrollment timeline for extenuating circumstances may be requested in writing to the Program Director who will present the request to the Advanced Studies Progression Committee for review. If the Progression Committee approves the extension, the student will pay the prescribed trimester extension fee by the due date upon being billed by the accounting department. If the extension fee is delinquent by two (2) weeks, the student may be dismissed.
- Upon dismissal, the student will receive a letter (sent certified mail) from the University’s Registrar.

8. Right of Appeal:

- Any student who has been dismissed from the Program may formally appeal this decision in writing to the Director within ten (10) business days from receipt of the notification. If the student does not meet the stated deadline, the appeal may not be considered. In extenuating circumstances, the student may request an extension from their respective Program Director; however, this request must be made within the above stated deadline.
- The appeals letter should address:
 - a. The rationale behind the appeal and why the student believes the appeal is warranted.
 - b. Future circumstances which will permit the student to rectify previous poor academic performance or deficient course activity.
- The Director will notify the Appeals Committee of the appeal within two (2) working days. The Appeals Committee meets twice during the trimester; see the University academic calendar for dates.
- The Director will inform the student, the Appeals Committee, the Progression Committee, and the Registrar in writing of his/her decision regarding the appeal at the earliest convenient time for all parties involved.
- Should a student not agree to the decision of the Appeals Committee, the student has the right of an appeal to the President or his/her appointed designee. The appeal must be submitted, in writing, within five (5) business days to the President. Upon request, the President or his/her designee with review pertinent records, at his/her discretion, including a review of the process to ensure that it was correctly followed, and may meet with the Appeals Committee and the student. The President or his/her designee will follow the process as established in this handbook and ensure that the process was followed.
- Following the decision of the President or his/her designee, the student has the right to request binding arbitration. This is the only remaining recourse for the student. The arbitrator will be sought from the American Arbitrator Association or equivalent and the cost of this arbitration process will be the student’s responsibility.
- Dismissal policies will be implemented as fairly and equitably as possible considering all extenuating circumstances.

9. The Right of Petition:

- A student may petition the University for an exception, exemption, waiver, or special consideration of any policy. All petitions must be submitted in writing, preferably limited to one (1) page, and accompanied by supporting documentation. Petitions should be addressed to the Director of the Program who, in consultation with appropriate administration and faculty, will decide the outcome. Petitions are accepted for purposes such as:
 - a. Reconsideration of rejected applicant for admission to the University.

- b. Extending the course of study to complete the program
 - c. Transfer a credit when the initial transfer request was denied
 - d. Permission to continue in the program after being counseled out
 - e. Appealing a grade or dismissal from the program.
- The Director’s decision may be appealed to an arbitration committee, whose decision is final. Each petition is a case unto itself and does not create a precedent for any cases to follow.

DEGREE COMPLETION

Acceptance into the University and payment of tuition is not a contract assuring that the student will graduate with the applied for degree. Graduation will depend on a satisfactory grade point average, professional conduct, and the satisfactory completion of your learner’s contract.

- The following requirements must be met for a learner to be eligible for graduation:
 1. Each learner must satisfactorily complete all parts of the learner’s contract and be in academic good standing.
 2. All fiscal obligations to the University or its subsidiaries must be paid in full.
 3. The student must make application for graduation one (1) trimester prior to the proposed date of graduation.
 4. Should a student be unable to successfully complete part of the final coursework but has successfully met all other degree requirements, the learner may be allowed to walk at commencement. The candidate will sign an acknowledgement regarding participation in the ceremony. The candidate will be “hooded” during the ceremony, but will not receive a signed diploma. The signed diploma will be dated to reflect the actual date of degree completion as will be denoted on the transcript. The graduate will have the option of participating in the commencement ceremony subsequent to degree completion to receive the signed diploma.

Once all your coursework and assignments have been completed you will be in a position to submit your paperwork and request graduation. The Graduation Application form is located on the [myUSA](#) portal Students tab.

Send the graduation application and graduation fee to the University’s Student Services Office. Refer to the latest Academic Calendar to identify the due date for applications for the upcoming graduation. The graduation fee covers the cost of the regalia and diploma. These items are sent to the student if not attending the formal graduation ceremony.

The Program Director will perform a degree audit to verify completion of the minimum number of credits, GPA overall of **3.0** and the financial office will assure that all fiscal obligations to the University or its subsidiaries have been met in full.

Commencement ceremonies are held three (3) times a year – April, August and December. See the Entry level Academic Calendar on pages 84-87 or on the [myUSA](#) Students tab.

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WELCOME

Congratulations on being accepted into the Doctor of Occupational Therapy program. We are pleased that you chose the University of St. Augustine to continue your education.

MISSION STATEMENT

The mission of the Doctor of Occupational Therapy (OTD) program is to graduate students with advanced knowledge in practice excellence who have the leadership, and clinical skills necessary to promote the profession of occupational therapy. High priority is placed on active inquiry, critical thinking and reflective practice.

PURPOSE OF THE CLINICAL DOCTORATE

The purpose of the clinical Doctorate in Occupational Therapy is to provide occupational therapists with opportunities to augment knowledge, skills and behaviors attained in initial professional education (i.e., the level of ACOTE standards required of a professional [entry-level] OT program). As professions evolve, it is important that all practitioners develop in ways that meet contemporary practice standards. To address the public's need for high quality occupational therapy service, this degree is designed to provide occupational therapy practitioners with opportunities to develop knowledge, skills and behaviors commensurate with contemporary practice and education standards.

PROGRAM LEARNING OUTCOMES

- Prepare students to think logically, critically, creatively, and independently in a manner that will promote advanced practice of occupational therapy.
 - Graduates will communicate with clarity, depth and precision in an area of in relation to a clinical patient case.
 - Graduates will demonstrate competency in measuring clinical outcomes.
 - Graduates will critically evaluate theoretical models and frames of reference and demonstrate use in decision making situations.
- Develop leadership in an area of clinical practice that will promote the profession of occupational therapy and the patients who receive care.
 - Graduates will demonstrate sound decision-making skills in relation to leadership scenarios.
 - Graduates will participate in or present in a professional activity related to continuing education,
 - Graduates will accept responsibility for evaluating new knowledge and its relationship to effective patient care.
 - Graduates will demonstrate competency in their final course score of Organizational Leadership and Policy in Healthcare.
- Display professional skills such as life-long learning, ethical behaviors and interdisciplinary collaboration within professional practice.
 - Graduates will report publication or presentation of professional opportunities and work.
 - Graduates will report employment opportunities and projects that portray professional skills.
- Develop effective communication skills in the presentation of occupational therapy theories and concepts in order to advance professional goals.
 - Students will demonstrate self-reflection related to personal and professional accomplishments as a result of their studies.
 - Students will articulate advanced level synthesis of Frames of Reference, Theories and Framework.
 - Students will demonstrate in mastery of APA writing style.
 - Students will demonstrate professional communication as evidenced by written, oral and non-verbal skills.

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- Develop a systematic approach to solving problems in clinical practice through the culminating Capstone Project.
 - Students will demonstrate a logical sequence to problem solving given a case or clinical scenario.
 - Students will present creative solutions to a patient problem in the form of a Capstone Project.
 - Students will express satisfaction with outcomes of Capstone Project.
- Advance competence in the interpretation and application of professional literature promoting evidence based practice.
 - Graduates will apply (whether clinical, educational or administrative) evidence from professional/scientific literature to current employment activities.
 - Graduates will apply evidence from professional literature to patient care.
 - Students will demonstrate successful use of outcomes measures based on evidence from professional/scientific literature.

Doctor of Occupational Therapy (OTD) Contact Information

The following list of individuals, along with their email addresses and telephone extension numbers, are part of your support team. When you call the University during regular office hours (Monday-Friday: 8:00am-5:00pm EST), you may ask for an individual by name or by extension number. If you call after-hours, enter the staff member's extension number and leave a voice mail message.

University of St. Augustine:

(800) 241-1027 or (904) 826-0084
www.usa.edu

Occupational Therapy Director:

Dr. Anne Hull, OTD Program Director, ext 1258
ahull@usa.edu

Dee Stanfield, OTD Student Advisor
Deeot28@gmail.com

Robin Lamoureux, Administrative Assistant, ext 1224
rlamoureux@usa.edu

Technical Support

techhelp@usa.edu

TUITION AND FEES

See pages 9-11 of this Handbook.

Students may pay tuition and fees by personal check, cash or major credit card (VISA and MasterCard). Loan disbursements for existing loan programs are also accepted. All tuition is payable in full on the registration date established for the applicable trimester.

Program Fees in addition to Tuition and textbooks:

Application Fee or	\$50
Graduation Fee	\$150
Re-Instatement Fee*	\$50

Seminar Attendance: Amount based on current continuing education fee schedule.

Credit Coursework: Credit Coursework for distance education courses and pure online courses (no seminar prerequisite) is \$465.00 per credit hour. For courses that have a seminar prerequisite \$200.00 per credit hour.

Textbooks, lab attire, professional fees, etc., are additional expenses a student may incur.

All tuition is subject to change without notice.

Transfer Credits:

Transfer of graduate credits previously earned from another accredited degree granting institution is limited to a maximum of 15% of the total number academic credits for the degree. See page 20 for more information.

Advanced Standing (see pages 20-21 for more information)

Tuition Reimbursement Procedure

When you register for a course with a credit card, you will receive your credit card receipt with the introductory letter. If you are paying by check then your cancelled check is your receipt, but will receive the introductory letter explaining the due date of that course.

If you need more detailed information for reimbursement please see the Student Reimbursement Form on the *myUSA* portal OTD tab. You will need to fill out this form and either email it or fax it to the OTD Administrative Assistant at the number provided on the form. Once the form is received, she will enter the grade and sign. The original will be mailed back to you at the address provided on the form.

Re-instatement Fee

Students that voluntarily withdraw from the OTD program in good standing may be reinstated into the program for a fee of \$50.00. These individuals would be permitted to by-pass the application process if it were no more than two (2) years since withdrawal from the program. Any student seeking re-acceptance after the two (2) year period would need to follow the normal application process.

Time Limit

Based on the highest degree earned at the time of acceptance, the OTD program completion time averages:

- Master degree – three (3) years
- Bachelor degree – five (5) years

It should be noted that many people are able to complete the program in a much shorter duration.

Under extenuating circumstances an extension of up to 1.5 years for master’s applicants or 2.5 years for bachelor’s applicants may be granted, if approved by the Program Director. There is a fee of \$333.00 per trimester for this extension.

Possible Restrictions

The University subscribes to the philosophy of honesty in advertising and promotion, and wishes to ensure that students have the time to make themselves fully aware of any limitations of the program. Entrance into the OTD program is competitive and preference will be given to graduates of University programs. The University will endeavor to take as large a student body as its resources permit without compromising the quality of the program. Interviews and other assessments may be implemented to assist in selecting the most appropriate students.

GOOD ACADEMIC STANDING, ACADEMIC PROGRESSION, RETENTION, WARNING AND PROBATION

The role of the Academic Progression and Retention Committee (APRC), in conjunction with the Student Services Office, is to monitor each student's academic progress throughout the curriculum. Grades from each faculty member are submitted to the APRC at midterm for their review. At the end of each trimester, grades are submitted to the Registrar. The Registrar will notify students who are placed on probation or are dismissed from the respective academic program of their status.

1. To remain enrolled in the OTD Program, the student must maintain:
 - Active Status or Approved Leave of Absence Status
 - Good Academic Standing
2. **Active Status:**
 - A student is in active status if the student:
 - Registers and begins a course within twelve (12) weeks after official acceptance into the program, and
 - Completes a course within six (6) months of acceptance into the program
 - Registers for a minimum of five (5) credits each ensuing full calendar year or fewer credits with the written permission of the Program Director, and completes those courses within the prescribed period, and
 - Maintains timely and effective communication with the program office.
3. **Leave of Absence:**
 - An enrolled student who wishes to obtain a leave of absence from coursework requirements must submit a formal written request to the Program Director for review and response.
 - A maximum of 6 months leave of absence per request may be granted
 - a. The student's enrollment expiration date will be extended by the length of the approved leave.
 - Students should be aware that any leave from the institution may have a financial aid impact and should consult with the Financial Aid Office. In compliance with federal regulations, for Federal financial aid purposes, a Leave of Absence is treated the same as a withdrawal. If you are considering taking a leave of absence, please be aware of the following.
 - In accordance with financial aid regulations, a leave of absence cannot exceed 180 days. If your leave of absence exceeds 180 days your loan will go into repayment status:
 - a. You must make written request to be granted a leave of absence (refer to your student handbook for procedure).
 - b. You will be required to complete exit counseling prior to beginning an approved leave of absence
 - c. It will be necessary to reapply for loans upon return to school.
 - d. You must notify the Financial Aid Office upon your return to school, so that your lender, guaranty agency, and National Student Loan Data System (NSLDS) can be notified
4. **Inactive Status:**
 - A student will be placed on inactive status when failing to complete five (5) credits within a 12 month period based on the date of admission to the program. The student will receive a letter from the University registrar notifying him/her of this status change.
 - When the student completes five (5) credits within one (1) calendar year, he/she will be placed back on active status (*Note: seminars alone do not count toward academic credit and meeting this requirement*).

If the student does not complete at least five (5) credits within one (1) year of being placed on inactive status, he/she will be referred to the Progression Committee for possible dismissal from the program. A student may be placed on inactive status only once during enrollment in DE programs. The student will be dismissed from the program if he/she fails to meet the yearly requirements for coursework progression a second time.

5. Good Academic Standing:

- To remain in good academic standing a student must:
 - a. Maintain 3.0 (see Probation information below)
 - b. not earn a grade below a C (See Dismissal section)
 - c. be in compliance with the University Academic Integrity Policy which stipulates that all academic work represents the individual work of the stated author. Input and assistance from others must always be appropriate and fully acknowledged

6. Probation:

- A student who makes a grade of “D” in any course will be placed on academic probation and must undergo remediation and repeat the course for credit. A remediation plan must be developed by the student and will be monitored by the Program Director.
 - a. When retaking the course, the student must receive a grade of “C” in order to progress academically.
 - b. If the student receives a grade below a “C” on retake, the student will be dismissed.
 - c. *When the grade of “C” is achieved on retake, the student will be taken off Academic Probation if his/her GPA is above their program level.*
- If the GPA of a student falls below the program level, the student will be placed on academic probation by the Program Director.
- Following being placed on probation, the student will be required to submit an academic study plan to the Program Director to explain how he/she plans to elevate the GPA to the programs. The Advance Studies Progression Committee will review all study plans. The student will be expected to elevate his/her GPA to the acceptance program level or above within one (1) calendar year. If a student fails to elevate his/her GPA, the student’s record will be referred to the Advance Studies Progression Committee for review and possible dismissal from the program.
- A student will not be permitted to progress to the final stage of the program while on probation. Remedial coursework may be necessary to increase the GPA prior to starting the final project.

7. Withdrawal of Acceptance into the Program:

- If a student does not register for one (1) course within twelve (12) weeks after official acceptance into the program, the Program Director will notify the Registrar to send the student a notice of withdrawal of program acceptance.

8. Dismissal:

- Based on recommendations of the Advanced Studies Progression Committee, the student may be dismissed from an Advanced Studies Program when a student:
 - a. Fails to maintain active status.
 - b. Does not return to active status after an approved leave of absence period.
 - c. Receives a grade of “F” in any Course.
 - d. Receives a grade below a “C” when retaking any Course.
 - e. While on probation, a student does not improve academic performance to program level GPA within the prescribed calendar year.
 - f. Does not complete at least five (5) credit hours within one (1) year after being placed on inactive status.
 - g. Has more than one (1) “W” in any course or three (3) withdraws total during the program.
 - h. Fails to comply with the University Academic Integrity Policy.
 - Fails to complete the program requirements within five (5) years .Failure to complete the program within the prescribed enrollment period may result in dismissal by the Progression Committee. An extension of the program enrollment timeline for extenuating circumstances may be requested in writing to the Program Director who will present the request to the Advanced Studies Progression

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- Committee for review. If the Progression Committee approves the extension, the student will pay the prescribed trimester extension fee by the due date upon being billed by the accounting department. If the extension fee is delinquent by two (2) weeks, the student may be dismissed.
- Upon dismissal, the student will receive a letter (sent certified mail) from the University's Registrar.

9. Right of Appeal:

- Any student who has been dismissed from the Program may formally appeal this decision in writing to the Director within ten (10) business days from receipt of the notification. If the student does not meet the stated deadline, the appeal may not be considered. In extenuating circumstances, the student may request an extension from their respective Program Director; however, this request must be made within the above stated deadline.
- The appeals letter should address:
 - a. The rationale behind the appeal and why the student believes the appeal is warranted.
 - b. Future circumstances which will permit the student to rectify previous poor academic performance or deficient course activity.
- The Director will notify the Appeals Committee of the appeal within two (2) working days. The Appeals Committee will convene at the earliest convenient time to give written recommendations to the Director.
- The Director will inform the student, the Appeals Committee, the Progression Committee, and the Registrar in writing of his/her decision regarding the appeal at the earliest convenient time for all parties involved.
- Should a student not agree to the decision of the Appeals Committee, the student has the right of an appeal to the President or his/her appointed designee. The appeal must be submitted, in writing, within five (5) business days to the President. Upon request, the President or his/her designee with review pertinent records, at his/her discretion, including a review of the process to ensure that it was correctly followed, and may meet with the Appeals Committee and the student. The President or his/her designee will follow the process as established in this handbook and ensure that the process was followed.
- Following the decision of the President or his/her designee, the student has the right to request binding arbitration. This is the only remaining recourse for the student. The arbitrator will be sought from the American Arbitrator Association or equivalent and the cost of this arbitration process will be the student's responsibility.
- Dismissal policies will be implemented as fairly and equitably as possible considering all extenuating circumstances.

10. The Right of Petition:

- A student may petition the University for an exception, exemption, waiver, or special consideration of any policy. All petitions must be submitted in writing, preferably limited to one (1) page, and accompanied by supporting documentation. Petitions should be addressed to the Director of the Program who, in consultation with appropriate administration and faculty, will decide the outcome. Petitions are accepted for purposes such as:
 - a. Reconsideration of rejected applicant for admission to the University.
 - b. Extending the course of study to complete the program.
 - c. Transfer a credit when the initial transfer request was denied
 - d. Permission to continue in the program after being counseled out
 - e. Appealing a grade or dismissal from the program.
- The Director's decision may be appealed to an arbitration committee, whose decision is final. Each petition is a case unto itself and does not create a precedent for any cases to follow.

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ACADEMIC REQUIREMENTS

Sample for Master's to OTD Curriculum (Students who graduated from the University of St. Augustine's MOT program) need to complete 30 credits.

	Credits
Science of Occupation (online)	4
Health Administration	3
Organizational Leadership	3
Evidence Based Research	3
Residency	1
Capstone I	1
Capstone II	4
Total required courses	19

Remaining 11 credits can be taken from the Advance Practice courses (listing is at the end of this breakdown).

Sample for Master's to OTD Curriculum, students who have not graduated from the University of St. Augustine need to complete 35 credits.

	Credits
Science of Occupation (online)	4
Health Administration	3
Organizational Leadership	3
Evidence Based Research	3
Residency	1
Capstone I	1
Capstone II	4
Total required courses	19

Remaining 16 credits can come from the Advance Practice Courses

Sample for Bachelor's to OTD Curriculum, students need to complete a total of 60.

	Credits
Science of Occupation (online)	4
Health Administration	3
Organizational Leadership	3
Evidence Based Research	3
Reflective Practice	4
Professional Communications	2
Residency	1
Capstone I	1
Capstone II	4
Clinical Integration I	8
Clinical Integration II	8
Total required courses	41

Electives: Bachelor's graduate students select a total of 19 credits, after the required courses of 41. You can choose from the Advanced Practice Courses listed below.

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Elective Coursework	Credits
Extremity Evaluation & Manipulation	2
Foundations of Clinical Orthopaedics	3
Ergonomics	2
Interventions for the Older Adult with a Neurological Impairment	3
The Pediatric Client with a Neurological Impairment	3
Psychology of Health and Exercise	2
Applied Performance Psychology	3
Electrotherapy	2
Pharmacology	2
Orthopedic Imaging for the Upper Extremity	2
Advancing Your Hands Therapy Skills	2
Foundations of Teaching and Learning	3
School Based Practice	2
Technology in Higher Education	3
Professional Communications	2
Curriculum Development in Health Science Education	3
Current Issues in Health Science Education	3
Motivational Theory	3
Accounting and Financing for the Practicing Therapist	3
Application of Motor Control and Motor Learning	2
Issues in Health Care Communication	2
Information Literacy for Evidence Based Practice	1
Independent Study Courses	
Directed Study	1-4

Program Time Limit:

Students entering the OTD program with a Master's degree must earn a minimum of 35 credits for the OTD; students entering with a Bachelor's degree must earn a minimum of 60 credits for the OTD.

Once you have been accepted to the university and have received your orientation packet, your advisor will contact you regarding course selection and learning plan. Your course selection and curriculum plan should be established to best meet the goals you have provided in your degree completion plan.

Required Courses:

The OTD program includes seven (7) required courses: Science of Occupation (4 credits), Health Administration (3 credits), Evidence Based Research (3 credits), Organizational Leadership (3 credits), Residency (1 credit), Capstone I (1 credit) and Capstone II (4 credits). The bachelor student is also required to take two (2) additional courses, Clinical Integration I (8 credits) and Clinical Integration II (8 credits).

Elective Courses:

In addition to the required courses listed above, the remainder of OTD coursework is comprised of elective courses and seminars. The University will also consider accepting graduate credits from other accredited institutions (see transfer credit policy on page 16) provided they are consistent with your area of interest, and meet the standards of our University.

Independent Study Courses:

An Independent Study enables you to pursue special interests that are not adequately covered in courses offered by the University or through transferable courses from other institutions. With assistance from your faculty advisor, you plan, implement, and evaluate your own independent study. Except under special circumstances, an independent study course should be completed within fifteen (15) weeks. An approved Independent Study proposal must be on file at the University before you begin the course. These forms are available in the [myUSA](#) portal OTD tab. An Independent Study course is worth one (1) to four (4) credits.

Course Extension

Students can receive up to 15 weeks of extension time per course. Once you pass the original completion date, you will receive an incomplete grade ("I"), which will be changed after you complete the course. If you do not complete the course after 15 weeks of extension, your incomplete grade becomes an "F". Students must contact OTD office if you are in jeopardy of not completing the course in the stated time frame.

To request an extension, please forward the information below to the Administrative Assistant after you have spoken with your instructor:

- Course name
- Instructor's name
- How much of the course is completed
- How much additional time you think will be needed to complete the course

Capstone Project

Before you can register for Capstone II you must complete Capstone I. The Capstone II Project is the final course in the OTD program. It may take the form of a community service project, a Product Demonstrating Excellence (PDE), a clinical research project, or a case report. The assignment may involve designing the methodology, implementing and collecting data to measure the project's outcome. The results may be shared through a poster, publishable article, or oral presentation.

Capstone Projects that involve human subjects or data collection must be approved by the University's Institutional Review Board (IRB). The IRB meets several times each trimester to review project proposals. Your faculty advisor will inform you about IRB submission deadlines. IRB deadlines are strictly enforced. Your faculty advisor will give you more information on IRB should it be a component of your Capstone Project. All capstone projects are required to be presented at the university before graduation.

Please remember if you are planning on graduating, your graduation application needs to be completed and submitted to the program Administrative Assistant 60 days prior to graduation.

Clinical Integration Course

You may choose to complete the Clinical Integration course under the supervision of an occupational therapy faculty member or a clinical mentor, and earn from four (4) to eight (8) credits toward the OTD degree. It is recommended that students who want to complete this course for higher amounts of credit (five or more) be employed on a part-time or full-time basis in order to assure enough patient contact for the credit assignments. The following information details site and mentor standards.

Clinical Sites:

A clinical integration site is any site where quality occupational therapy services are being delivered in the clinical practice area in which you wish to specialize. The duration of your clinical integration is tied to the number of credit hours you are seeking for the Clinical Integration course. You will need to complete a total of 120 contact hours for eight (8) credits.

Characteristics of a quality clinical site include:

- An invigorating environment;
 - Learning objectives targeted to specific needs of the student;
 - Ethical practices in the clinic;
 - Congruent patient care philosophy between the site and University;
 - Administrative support of clinical practice;
 - Effective staff communications;
 - Commitment to professional development;
 - Sufficient support services;
 - Adequate space and staff for patient load.
- The Clinical Integration Mentor**

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An occupational therapy mentor can be a faculty member or experienced clinician who specializes in your area of interest. A mentor will need to have some or all of the following qualifications:

- At least five (5) years of clinical experience in area of specialization;
- AOTA Board Certification or other recognition/certification in area of specialization, preferred;
- **Teaching** experience (academic, continuing education presentations, and/or clinical instructor);
- Actively engaged in patient care;
- Able to spend 1:1 clinic time with the student;
- Agrees with and upholds the patient care philosophy of the University.

Responsibilities of the Clinical Integration Mentor

Mentoring is a significant portion of the Clinical Integration course in terms of your learning. Your mentor is responsible for facilitating learning through:

- assisting you in developing objectives and goals;
- supervising you in direct patient care by instructing, refining treatment and evaluation techniques;
- providing other mentors to assist you in achieving objectives;
- meeting with you on a weekly basis to review and revise objectives;
- providing critique and guidance for the development and submission of case reports and poster/platform presentation;
- conducting a weekly review and signing your journal;
- assisting or providing guidance in the development of effective communication with the occupational therapy staff, other health professionals and community at large;
- evaluating your skill level and reporting the results to the University;

Financial Arrangements with the Site

It is your responsibility to seek out and make arrangements with the clinical site and mentor. The University may be of some assistance in providing potential sites/mentors through its network of graduates and clinical education sites. Any financial arrangement between you, the clinical site, and mentor is, however, a matter of agreement between those three entities. The University will not be a party to the negotiation nor will it have any financial arrangement with the site or mentor.

Professional Development Assessment

A Professional Development Assessment (PDA) is conducted upon completion of the Clinical Integration course in order to provide students with feedback regarding development of interpersonal, communication, and professional behaviors. Each OTD student will complete the Professional Development Checklist and meet with his/her faculty advisor to discuss his/her comments and any faculty observations. The PDA meeting also provides the student with an opportunity to share feedback that may improve OTD program effectiveness.

DEGREE COMPLETION

Once all of coursework and assignments have been completed, you can submit a Graduation Application available in the [myUSA](#) portal Students tab to the director of the program or administrative assistant of the department. In order to graduate from the program, you must have:

- All fees and tuition paid in full, including the graduation fee.
- All coursework completed and graded to meet the degree requirements.
- An overall GPA of 3.0.

The Director of the OTD program will perform a degree audit to verify completion of the minimum number of credits while the financial office will assure that all fiscal obligations to the University or its subsidiaries have been met in full.

You have the option of attending one of the University's commencement ceremonies held on the Florida campus in April, August or December. See the Academic Calendar in the [myUSA](#) portal Students tab for dates

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PURPOSE OF THE TRANSITIONAL CLINICAL DOCTORATE

The purpose of the Transitional Clinical Doctorate in Physical Therapy is to provide physical therapists with opportunities to augment knowledge, skills and behaviors attained in initial professional education (i.e., the level of CAPTE standards required of a professional [entry-level] DPT Program). As professions evolve, it is important that all practitioners develop in ways that meet contemporary practice standards. To address the public's need for high quality physical therapy service, this degree is designed to provide practicing clinicians with opportunities to develop knowledge, skills and behaviors commensurate with contemporary practice and education standards.

MISSION STATEMENT

The mission of the transitional Doctor of Physical Therapy (DPT) is to develop leaders in physical therapy patient examination, evaluation, intervention, and case management. Special focus is placed on the foundational sciences of anatomy and biomechanics, while enhancing the clinical reasoning and treatment skills of the student. Because this program is designed for physical therapists that work in clinical practice, it is expected that students will bring about positive improvements to the workplace as they progress through the program. This program will help to promote the profession by developing experiences that address the critical issues found in the delivery of health care today.

PROGRAM LEARNING OUTCOMES

- Be prepared, by academic knowledge to practice in an emerging arena of autonomous practice by thinking logically, critically, creatively, and independently.
 - Graduates will communicate with clarity, depth and precision in an area of in relation to a clinical patient case.
 - Graduates will demonstrate competency in measuring clinical outcomes.
 - Graduates will demonstrate skills needed for practicing autonomously.
- Develop leadership skills in an area of clinical practice that will promote the profession of PT and the patients who receive care.
 - Graduates will report on alumni survey that they have utilized leadership skills in their work setting.
 - Graduates will participate in or present in a professional activity related to continuing education.
 - Graduates will accept responsibility for evaluating new knowledge and its relationship to effective patient care.
 - Graduates will demonstrate sound decision-making skills in relation to leadership scenarios.
- Display professional skills such as life-long learning, ethical behaviors and interdisciplinary collaboration within professional practice.
 - Graduates will report publication or presentation of professional opportunities and work.
 - Graduates will report employment opportunities and projects that portray professional skills.
- Develop effective communication skills in physical therapy practice in order to advance professional goals.
 - Students will demonstrate self-reflection related to personal and professional accomplishments as a result of their studies.
 - Students will demonstrate professional communication as evidenced by written skills in course essays and patient care assignments responding with clarity, depth and precision.
 - Students will produce a publishable quality final Capstone paper.
- Apply depth of knowledge and critical thinking skills in selected areas of theory and clinical techniques as it relates to patient care and supported by evidence based practice.
 - Students will demonstrate a logical sequence to problem solving given a case or clinical scenario.
 - Students will express satisfaction with outcomes of Capstone Project.
 - Pass all oral, written and practical certification examinations.
 - Graduates will apply (whether clinical, educational or administrative) evidence from professional/scientific literature.

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Contact Information-Communicating with your Transitional DPT Personnel

For the most efficient communications with the program staff and faculty we recommend you keep a few things in mind. While we will make every effort to respond to your telephone messages and emails within a few hours of receipt, occasionally meetings or class responsibilities will prevent an immediate answer. Our goal is to respond within one (1) business day.

Jodi Liphart, Transitional DPT Program Director

Phone: (904) 826-0084 X 1230 Email: jliphart@usa.edu

Fax: (904) 827-0069

Robin Lamoureux, Administrative Assistant for Transitional DPT

Phone: (904) 826-0084 X 1224 Email: rlamoureux@usa.edu

Fax: (904) 827-0069

Cindy Mathena, Vice President

Dean, Post Professional Studies

Phone: (904) 826-0084 X 1261 Email: cmathena@usa.edu

TUITION AND FEES

See pages 9-11 of this Handbook.

Program Fees in addition to Tuition and Textbooks:

Application Fee	\$50
Graduation Fee	\$150
Re-Admittance Fee*	\$50

*Students who withdraw from the program and then decided to re-enter the program within two (2) years of their withdrawal only need to submit a 1 page Re-admittance Application and \$50 Re-admittance fee.

Estimated cost and total number of credits includes the five (5) required credits for Capstone Project or Clinical Residency. All students choose between the Capstone Project or Clinical Residency for the five (5) required credits.

Please see your tuition list for a breakdown of seminar tuition and academic credit tuition.

Bachelor students have three (3) required courses, Differential Diagnosis, Imaging and Pharmacology for a total of 6 credits. The three (3) required courses are included in the Primary Care Certification and can be included in the Pure Online option. The Bachelor's student will also need to complete 38 clinical integration credits. If a Bachelor student chooses the Manual Therapy Track or Cranio-mandibular the student may replace six (6) of the credits within the certification track with the six (6) required credits. In order to sit for the certification exam students only need to complete seminars.

Please note: All tuition is subject to change without notice.

Transfer Credits

Transfer of graduate credits previously earned from another accredited degree granting institution is limited to a maximum of 15% of the total number academic credits for the degree. See page 20 for more information.

Advanced Standing (see pages 20-21 for more information)

Tuition Reimbursement Procedure

When student registers for a course, a receipt will be sent by mail. If the student needs more detailed information for reimbursement please see the Student Reimbursement Form on the *myUSA* portal tDPT tab. The student will need to fill out this form and either email it or fax it to the Transitional DPT Administrative Assistant at the number provided on the form. Once the form is received, the will enter the grade and sign. The original will be mailed back to you at the address provided on the form.

Re-Admittance Fee

Students that voluntarily withdraw from the transitional DPT program in good standing may be reinstated into the program for a fee of \$50.00. These individuals would be permitted to by-pass the application process if it were no more than two (2) years since withdrawal from the program. Any student seeking re-acceptance after the two (2) year period would need to follow the normal application process.

Program Time Limit

You are expected to complete the transitional DPT program in four (4) years. If you exceed this timeline, you will need to petition the program director for an extension. Requests will be evaluated on an individual basis. If you are granted an extension, and extension fee of \$333 per trimester beyond the specified completion may be charged. You have a maximum time of six (6) years to complete the degree.

Possible Restrictions

The University subscribes to the philosophy of honesty in advertising and promotion, and wishes to ensure that students have the time to make themselves fully aware of any limitations of the program. Entrance into the doctoral program is expected to be competitive, and preference will be given to graduates of our University programs. The University will endeavor to take as large a student body as its resources permit without compromising the quality of the program. Interviews and other assessments may be implemented to assist in selecting the most appropriate students.

GOOD ACADEMIC STANDING, ACADEMIC PROGRESSION, RETENTION, WARNING AND PROBATION

The role of the Academic Progression and Retention Committee (APRC), in conjunction with the Student Services Office, is to monitor each student's academic progress throughout the curriculum. Grades from each faculty member are submitted to the APRC at midterm for their review. At the end of each trimester, grades are submitted to the Registrar. The Registrar will notify students who are placed on probation or are dismissed from the respective academic program of their status.

1. To remain enrolled in the t-DPT Program, the student must maintain:

- Active Status or Approved Leave of Absence Status
- Good Academic Standing

2. Active Status:

- A student is in active status if the student:
 - a. Registers for and begins one (1) course within twelve (12) weeks after official acceptance into the program, and
 - b. Completes a course within six (6) months of acceptance into the program
 - c. Registers for a minimum of five (5) credits each ensuing full calendar year or fewer credits with the written permission of the Program Director, and completes those courses within the prescribed period, and
 - d. Maintains timely and effective communication with the program office.

3. Leave of Absence:

- An enrolled student who wishes to obtain a leave of absence from the program must submit a formal written request to the Program Director for review and response. The Student must either withdraw or complete any current course work prior to the LOA request. The request should outline extenuating circumstances and define the amount of leave of absence time needed.
 - a. A maximum of six months leave of absence per request may be granted.
 - b. The student's enrollment expiration date will be extended by the length of the approved leave
- Students should be aware that any leave from the institution may have a financial aid impact and should consult with the Financial Aid Office. In compliance with federal regulations, for Federal financial aid purposes, a Leave of Absence is treated the same as a withdrawal. If you are considering taking a leave of absence, please be aware of the following.
 - a. In accordance with financial aid regulations, a leave of absence cannot exceed 180 days. If your leave of absence exceeds 180 days your loan will go into repayment status
 - b. You must make written request to be granted a leave of absence (refer to your student handbook for procedure).
 - c. You will be required to complete exit counseling prior to beginning an approved leave of absence.
 - d. It will be necessary to reapply for loans upon return to school.
 - e. You must notify the Financial Aid Office upon your return to school, so that your lender, guaranty agency, and National Student Loan Data System (NSLDS) can be notified.

4. Inactive Status:

- A student will be placed on inactive status when failing to complete five (5) credits within a 12-month period based on the date of admission to the program. The student will receive a letter from the University registrar notifying him/her of this status change.
- When the student completes five (5) credits within one (1) calendar year, he/she will be placed back on active status (*Note: seminars alone do not count toward academic credit and meeting this requirement*).

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- If the student does not complete at least five (5) credits within one (1) year of being placed on inactive status, he/she will be referred to the Progression Committee for possible dismissal from the program.
- A student may be placed on inactive status only once during enrollment in the t-DPT program. The student will be dismissed from the program if he/she fails to meet the yearly requirements for coursework progression a second time.

5. Good Academic Standing:

- To remain in good academic standing a student must:
 - a. maintain a 2.25 GPA and 2.50 for students accepted into the program after January 1, 2012 (see Probation information below)
 - b. not earn a grade below a C (See Dismissal section)
 - c. be in compliance with the University Academic Integrity Policy which stipulates that all academic work represents the individual work of the stated author. Input and assistance from others must always be appropriate and fully acknowledged

6. Probation:

- A student who makes a grade of “D” in any course will be placed on academic probation and must undergo remediation and repeat the course for credit. A remediation plan must be developed by the student and will be monitored by the Program Director.
 - a. When retaking the course, the student must receive a grade of “C” in order to progress academically.
 - b. **If the student receives a grade below a “C” on retake, the student will be dismissed.**
 - c. *When the grade of “C” or higher, is achieved on retake, the student will be taken off Academic Probation if his/her GPA is 2.25 or 2.50 for students accepted into the program after January 1, 2012.*
- If the GPA of a student falls below the 2.25 or 2.50 for students accepted into the program after January 1, 2012, the student will be placed on academic probation by the Program Director.
- Following being placed on probation, the student will be required to submit an academic study plan to the Program Director to explain how he/she plans to elevate the GPA to 2.25 or 2.50 for students accepted into the program after January 1, 2012. The Advance Studies Progression Committee will review all study plans.
- The student will be expected to elevate his/her GPA to 2.25 or 2.50 for students accepted into the program after January 1, 2012 or above within one (1) calendar year. If a student fails to elevate his/her GPA to 2.25 or 2.50 for students accepted into the program after January 1, 2012 or above, the student’s record will be referred to the Advanced Studies Progression Committee for review and possible dismissal from the program.
- A student will not be permitted to progress to the final stage of the t-DPT program while on probation. Remedial coursework may be necessary to increase the GPA prior to starting the final project. The final stage for the t-DPT program is Capstone I and II or the Clinical Residency Course.

7. Dismissal:

- If a student does not register for one (1) course within twelve (12) weeks after official acceptance into the program, the Program Director will notify the Registrar to send the student a notice of dismissal.
- Based on recommendations of the Advanced Studies Progression Committee, the student may be dismissed from t-DPT Program when a student:
 - a. Fails to maintain active status.
 - b. Does not return to active status after an approved leave of absence period.
 - c. Receives a grade of “F” in any Course.
 - d. Receives a grade below a “C” when retaking any Course.

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- e. While on probation, does not improve academic performance to at least a 2.25 or 2.50 GPA for students accepted into the program after January 1, 2012 within the prescribed calendar year.
 - f. Does not complete at least five (5) credit hours within one (1) year after being placed on inactive status.
 - g. Has more than one (1) “W” in any course or three (3) withdraws total during the program.
 - h. Fails to comply with the University Academic Integrity Policy.
 - i. Fails to complete the program requirements within five (5) years.
 - Failure to complete the program within the prescribed enrollment period may result in dismissal by the Progression Committee.
 - An extension of the program enrollment timeline for extenuating circumstances may be requested in writing to the Program Director who will present the request to the Advanced Studies Progression Committee for review. If the Progression Committee approves the extension, the student will pay the prescribed trimester extension fee by the due date upon being billed by the accounting department. If the extension fee is delinquent by two (2) weeks, the student may be dismissed.
- Upon dismissal, the student will receive a letter (sent certified mail) from the University’s Registrar.

8. **Right of Appeal:**

- Any student who has been dismissed from one of the Program may formally appeal this decision in writing to the Director within ten (10) business days from receipt of the notification. If the student does not meet the stated deadline, the appeal may not be considered. In extenuating circumstances, the student may request an extension from their respective Program Director; however, this request must be made within the above stated deadline.
- The appeals letter should address:
 - a. The rationale behind the appeal and why the student believes the appeal is warranted.
 - b. Future circumstances which will permit the student to rectify previous poor academic performance or deficient course activity.
- The Director will notify the Appeals Committee of the appeal within two (2) working days. The Appeals Committee meets twice during the trimester; see the University academic calendar for dates.
- The Director will inform the student, the Appeals Committee, the Progression Committee, and the Registrar in writing of his/her decision regarding the appeal at the earliest convenient time for all parties involved.
- Should a student not agree to the decision of the Appeals Committee, the student has the right of an appeal to the President or his/her appointed designee. The appeal must be submitted, in writing, within five (5) business days to the President. Upon request, the President or his/her designee with review pertinent records, at his discretion, including a review of the process to ensure that it was correctly followed, and may meet with the Appeals Committee and the student. The President or his/her designee will follow the process as established in this handbook and ensure that the process was followed.
- Following the decision of the President or his/her designee, the student has the right to request binding arbitration. This is the only remaining recourse for the student. The arbitrator will be sought from the American Arbitrator Association or equivalent and the cost of this arbitration process will be the student’s responsibility.
- Dismissal policies will be implemented as fairly and equitably as possible considering all extenuating circumstances.

9. The Right of Petition:

- A student may petition the University for an exception, exemption, waiver, or special consideration of any policy. All petitions must be submitted in writing, preferably limited to one (1) page, and accompanied by supporting documentation. Petitions should be addressed to the Director of the Program who, in consultation with appropriate administration and faculty, will decide the outcome. Petitions are accepted for purposes such as:
 - a. Reconsideration of rejected applicant for admission to the University.
 - b. Extending the course of study to complete the program
 - c. Transfer a credit when the initial transfer request was denied
 - d. Permission to continue in the program after being counseled out
 - e. Appealing a grade or dismissal from the program.
- The Director's decision may be appealed to an arbitration committee, whose decision is final. Each petition is a case unto itself and does not create a precedent for any cases to follow.

OVERVIEW OF COURSEWORK

This section will outline the steps you will follow to complete the Transitional DPT program, how to register for a course, how to order textbooks, and information concerning your final project.

One thing to consider when selecting your courses is to first determine the delivery format for each course because this will differ course by course. To find this information, please review the transitional DPT Tuition list. Along with the list of courses and prices, there is a column called delivery format. You will see four (4) categories of course delivery format.

These categories are:

- **Seminar + Online:** This means you will need to first attend a seminar. Secondly, after attending the seminar, you will need to complete the online transitional DPT course that corresponds with the seminar you attended. These courses are 10-weeks long. Any time after you complete a seminar, you may take the transitional DPT coursework. There is not a time limit but we recommend that the sooner after a seminar you complete the coursework, the easier it will be. Many students register for the seminar and the transitional DPT coursework at the same time. The seminar must be completed in its entirety before a student will be allowed to begin the coursework. We will not send the transitional DPT course information until we receive confirmation that you completed the seminar.
- **Pure Online:** This course is only available as an online course and taken with a cohort of students and faculty member to guide you through the course. No seminar attendance is required. 2-credit courses are 8-weeks long and 3-credit courses are 12-weeks long. Pure online courses run on a trimester basis and the courses have a specific start date and end date. Students are expected to complete 1 unit per week, students are not able to move ahead or fall behind. These courses have registration deadlines; please see the transitional DPT Academic Calendar for these dates (normally 3 weeks prior to the start date of the course). A list of upcoming course offerings can be found on the [myUSA](#) portal [Online Education](#) tab.
- **Seminar + Pen and Paper:** You complete the seminar but instead of an online course, you will receive instructions, readings, and assignments through the mail instead of online. Any time after you complete a seminar, you may take the DPT coursework. There is not a time limit but we recommend that the sooner after a seminar you complete the coursework, the easier it will be. Many students register for the seminar and the DPT coursework at the same time. The seminar must be completed in its entirety before a student will be allowed to begin the coursework. We will not send the DPT course information until we receive confirmation that you completed the seminar.
- **Residency:** These courses require you to be on-site. Being a distance education program, we keep these to a minimum. Only the preparation/certification courses and the Clinical Residency courses are residencies.

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Master's Degree applicants will need to complete the Capstone Project for 5 required academic credits, and 19 elective academic credits. Based on state requirements for Master level students, the transitional DPT Program is 24 credits.

Bachelor's Degree applicants will need to complete Pharmacology, Imaging, Differential Diagnosis, and Capstone Project for 11 required academic credits, 11 elective academic credits and 38 clinical integration credits. Based on state requirements for Bachelor level students, the transitional DPT Program is 60 credits.

Planning Your Curriculum

You have a menu of courses to select from. Some of these courses will be offered online only and others will be a combination of seminar attendance as a prerequisite with the corresponding transitional DPT coursework. The best place to start is to look at the University's catalog or [myUSA](#) portal [tDPT](#) tab.

You have the option of completing either of the following:

- A clinical specialization track where you will take all courses in a chosen certification track.
- Clinical non-specialization track where you will select courses from the University Catalog, but it does not lead to a certification.

When selecting courses, we suggest you determine which courses would help to further your clinical skills professionally. Considering your professional strengths, weaknesses, and goals, will help you in formulating your degree plan. For example, if you are interested in becoming an Orthopedic Specialist and pass the examination through APTA, you may want to take all or most of the manual therapy track. If you would like to improve your diagnostic skills in preparation for direct access, the courses of Differential Diagnosis, Pharmacology, and Imaging are three popular choices. Perhaps you've always wanted to go into a specialty area of physical therapy but lack the clinical skills – this would be your chance to gain those skills. Please contact your assigned advisor if you need any assistance with course selection.

When selecting courses, be sure to consider the delivery format. If attending seminars is going to be difficult for you, then pick courses that are online. If you want to complete a certification track, be sure to include all of the courses in that track.

If you are a bachelor's degree student, you will be required to complete the following courses:

- HSC 6400 Differential Diagnosis
- HSC 6402 Pharmacology
- PHT 6403 Imaging for the Therapist
- PHT 6470 Clinical Integration I
- PHT TBA Clinical Integration II
- PHT TBA Clinical Integration III
- PHT TBA Clinical Integration IV
- PHT TBA Clinical Integration V

All transitional DPT students have a required project. You have the choice of completing one (1) of the following:

- PHT 6496 & PHT 6497 Capstone Project I & II
- PHT 6498 Clinical Residency

Both of these courses will be discussed in further detail later in this section. They are each worth 5 credits. These credits should be included in your total number of credits needed for degree completion.

You will need to submit your Degree Completion Plan and timeline to the transitional DPT Office as soon as possible. A completed sample form is located on the [myUSA](#) portal [tDPT](#) tab. Students will receive a copy of this form in the orientation packet (you will receive an orientation packet, after you have submitted your Enrollment Agreement to the Student Services Office). You may also download the Degree Completion Plan from the [myUSA](#) portal [tDPT](#) tab.

STUDENT ADVISEMENT

We encourage you to use your self-directed learning habits by seeking the answer to your questions in this DPT Student Handbook before you contact us.

If you have question related to specific course content, you should contact the course instructor.

Program support staff and faculty serve as your advocate while you are completing your degree requirements. We are available to advise students in areas such as;

- course selection option
- timing of certification activities with degree requirements
- sequence of course completion
- access to resources including library

For other questions, we recommend you note the name of your assigned faculty advisor and contact that person first.

CERTIFICATION

If you plan to complete a certification track as part of your degree program, the following information will outline each of the seminars required and suggested order of completion.

Examination Policy for Certification

- **Certification Exams**

The Certification Examination consists of a 5.5 hour comprehensive written examination plus oral and practical examinations in each of the prerequisite courses. All students are graded in each section as either pass, questionable, or fail.

You will need to make up any portion of the exam that you did not meet the minimum passing score.

Written and Oral

A minimum of 70% proficiency is required on all portions of the written and oral examinations.

Practical

A minimum of 80% proficiency is required on all practical portions of the Certification Examination. The practical examinations require the student to meet both safety and technical skill performance competencies. Safety requirements must be met at a 100% competency level. If a student does not perform in a safe manner, the student will fail the practical examination; if the student earns less than 80% on technical performance, the student will fail the practical examination.

- **Retakes**

If it is necessary to retake any area of the exam, there are several choices available to you. Retake arrangements are made with Lori Hankins, Director of Continuing Professional Education: (904) 826-0084 x203.

If you have two (2) or more incompletes you need to come to the Florida campus for the retake exam. If you have less than 2 incompletes, you may retake at a certification, meet with the instructor at his or her city of residence, or at any place where that instructor is traveling to teach a course. Most of our instructors travel nationwide, and if you make arrangements with the University in advance, we can make arrangements for you.

If you have an incomplete in a written exam, you may take that written exam using a local librarian as your proctor.

- **Certification for Credit**

Once a DPT student successfully completes all portions of the certification exam, three (3) credits will be awarded in the trimester in which the student started the examination process.

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Effective January 2002, any DPT student that enters the program and has already achieved certification status will be awarded three (3) credits for the DPT course corresponding with the certification received. There is one condition to meet in order to receive these credits: the certification student must be in good standing by regularly complying with the professional development requirements as outlined in the certification policies.

Exception: University of St. Augustine graduates of the MScPT and MHSc programs that received certification credit within the Master's program cannot receive these credits in the DPT Program.

- **Completing And Passing Certification:**

Preparation/Certification is a six-day process entailing a review and update of all of the courses leading to the Certification and is conducted two (2) to three (3) times a year at the Florida campus. The review will consist of five to six hours of class work a day with additional time for self-directed practice with colleagues. Several of the seminar instructors will take part in the review and examination process.

Students will be graded on each of the three (3) components (written, oral and practical) as either pass, questionable or fail.

As a rule, approximately 50% of those who attend pass everything on their first try. The remaining students generally pass on their first retake. Retake written exams are conducted nationwide, or at St. Augustine seminar sites. Advance arrangements are made with the Director of Continuing Professional Education, Lori Hankins. Specific retake information will be sent to those needing to schedule these examinations.

Note: Sports Physical Therapy and Primary Care Certification examinations are only offered at the first certification of the year (usually January or February).

CERTIFICATION TRACKS

Please see below the certification tracks offered through the transitional DPT Program. Students may follow a certification track but certification is not required for completion of the program.

Manual Therapy Certification

Foundations of Clinical Orthopaedics (pure online)*	3 credits
Introduction to Spinal Eval. & Manipulation	3 credits
Extremity Evaluation and Manipulation	2 credits
Myofascial Manipulation	2 credits
Advanced Lumbar and Thoracic Spine	2 credits
Advanced Cervical Spine	2 credits
Functional Analysis: Lumbo-Pelvic and Hip	2 credits
Extremity Integration	2 credits
Preparation/Certification in Manual Therapy	<u>3 credits</u>
Total MTC Track	21 credits

Manual Therapy Certification:

Starting points for certification track are: E-1, S-1 or MF-1 seminar completion. Once you take S-1, you may take S-2, S-3 and S-4 in whatever order you like.

FCO may be taken at any time.

E-1 is a pre-requisite for E-2.

* FCO is not required for certification, but is recommended.

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Primary Care Certification

Foundations of Clinical Orthopaedics (pure online)	3 credits
Introduction to Spinal Evaluation & Manipulation	3 credits
Extremity Evaluation and Manipulation	2 credits
Differential Diagnosis	2 credits
Pharmacology	2 credits
Imaging	2 credits
Intro to Primary Care	2 credits
Preparation/Certification in Primary Care	<u>3 credits</u>
Total PCC Track	19 credits

*Primary Care Certification:
NO pre-requisites are required for Differential Diagnosis,
Pharmacology, Imaging or Intro to Primary Care*

Cranio-mandibular, Head, Neck, & Facial Pain Certification

Foundations of Clinical Orthopaedics (pure online)	3 credits
Introduction to Spinal Evaluation & Manipulation	3 credits
Advanced Cervical & Upper Thoracic Spine	2 credits
Eval & Treatment of Cranio-mandibular Disorders	2 credits
Intermediate Cranio-facial	3 credits
Advanced Cranio-facial	3 credits
State of the Art Cranio-facial	3 credits
Cranio-mandibular Preparation/Certification	<u>3 credits</u>
Total CFC Track	22 credits

*Cranio-mandibular Certification:
Cranio-facial seminars need to be taken in numerical order starting with
Basic Cranio-facial and ending with State of the Art.*

ELECTIVE COURSEWORK

Depending on your educational experience and your specialty area, you may choose additional credits from any DPT level course listed in the post-professional course listing in the Catalog.

Possible Electives

Accounting and Financing for the Practice	3 credits
Advancing Your Hand Therapy Skills	2 credits
Application of Motor Control on Motor Learning	2 credits
Applied Performance Psychology	2 credits
Clinical Triage	1 credit
Current Issues in Health Sciences Education	3 credits
Curriculum Development in Health Sciences	3 credits
Educational Theory for Clinicians	3 credits
Electrotherapy	2 credits
Ergonomics	2 credits
Evidenced Based Research for the Health Professional	3 credits
Foundations of Teaching and Learning	3 credits
Fundamentals in Healthcare Business	3 credits
Health Services Administration	3 credits
Intervention for the Older Adult with Neuro Impairment	3 credits
Issues in Healthcare Communication	2 credits
Legal and Regulatory Issues	3 credits
Organizational Leadership and Policy in Health	3 credits
Professional Communications	2 credits
Psychology of Health and Exercise	2 credits
School Based Practice	2 credits

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Spinal Instability	2 credits
Technology in Higher Education	3 credits
The Pediatric Client with a Neurological Impairment	3 credits
Independent Study Courses	
Directed Study	1-4 credits

DIRECTED STUDY

A Directed Study enables you to pursue special interests which are not adequately covered in courses offered by the University or through transferable courses from other colleges and universities. You plan, implement, and evaluate your own independent study work, with assistance from an appropriate advisor. Except under special circumstances, a directed study course should be completed within 15 weeks. An approved Directed Study Proposal must be on file at the University before you register for the course or start the assignments. A directed reading course is worth one (1) to four (4) credits.

Please access the transitional DPT Section of the [myUSA](#) portal tDPT tab to download the proposal forms.

REGISTERING FOR SEMINARS AND COURSEWORK

When registering for transitional DPT seminars and coursework you may pay by check, money order, or credit card.

You have several options for seminar and course registration.

- Register Online:
Log on to the [myUSA](#) portal Online Education tab. From there you will be able to register for transitional DPT Coursework or Continuing Education Seminars by selecting the appropriate link.
- Register by phone:
If you are registering for a transitional DPT Course please call the Registrar's office at 1-800-241-1027 ext 1295.

If you are registering for a seminar or certification please call the Continuing Education office at 1-800-241-1027 ext 1266.
- Register by fax:
Fax your completed Registration form to 904-810-3819, attention Laura Sanders, Assistant Registrar.

The most important fact: know your registration deadlines! See the Academic Calendar on the [myUSA](#) portal Students tab.

A few important facts about seminar registration:

Try to register three (3) to four (4) months prior to the date of the seminar. A deposit of \$100 at time of registration is required to hold your "spot" and the balance will be due 4 weeks prior to the seminar. It is particularly important to register early for the Preparation/Certification Week. There are limited slots each year for this exam. A 50% non-refundable, non-transferable deposit is required for certification.

Occasionally seminars are cancelled; this decision is usually made three (3) weeks prior to the start of the seminar. You will be notified immediately if this has occurred.

If you are a MPT or DPT graduate of the University of St. Augustine, because you successfully completed S1 and E1 as part of your program, you do not have to repeat the seminars. If you are electing to complete a certification track that requires these courses, you will have to complete the DPT academic credit assignment that accompanies each seminar.

Certification fills up fast so you will need to register four (4) to six (6) months prior to taking certification. Manual Therapy Certification is offered 3-4 times a year on the Florida campus. Sport

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Physical Therapy and Primary Care are tested at the first certification week of the year only and Cranio-facial is offered during one of the scheduled weeks. Sports Physical Therapy students need to contact NASMI to register and attend the necessary certification segments provided by NASMI. The corresponding coursework for the sports courses is no longer available but you may complete a directed study or directed readings course to correspond with each seminar.

You need to attend the seminar before completing the credit assignment. You do not have to wait until you complete the credit assignment before taking the next seminar.

COURSE EXTENSION

Students can receive up to 15 weeks of extension time per course. Once you pass the original completion date, you will receive an incomplete grade ("I"), which will be changed after you complete the course. If you do not complete the course after 15 weeks of extension, your incomplete grade becomes an "F". Students must contact transitional DPT office if you are in jeopardy of not completing the course in the stated time frame.

To request an extension, please forward the information below to the Administrative Assistant after you have spoken with your instructor:

- Course name
- Instructor's name
- How much of the course is completed
- How much time you think will be needed

CAPSTONE PROJECT

The University is searching for ways for a doctoral student to make a contribution to the profession and has elected to promote the value of publishable case reports and/or articles reflecting information important to the profession. The Capstone Project is a summation of the body of knowledge learned during the degree program. It is designed to assist the student in critically reviewing professional literature and being able to express ideas using a scientific style of writing. These manuscripts will require a good deal of time commitment and assistance from an assigned faculty advisor. It is anticipated that, after completion of this written project, a student will be ready to submit the manuscript to an appropriate journal for review and possible publication or be able to submit the material for an oral or poster presentation at a professional meeting.

Completion of this course requires submission and grading of a written manuscript. If the student is in a certification track, the topic must be in the student's certification area and related to physical therapy practice in that specialty area.

Option A: One Case Report

A case report for publication is a detailed presentation, analyzing a particular real life patient case. It should be well reasoned and referenced showing a depth of comprehension and understanding, as well as exhibiting learning and reasoning sufficient for a publishable product in a peer-reviewed journal.

Recommended Text: Writing Case Reports, 2nd. ed. by Irene McEwen (APTA Publication, 2001)

Option B: One Article

An article may take the form of:

Literature Review: critical analysis of literature on a specific topic of interest to PT's.

Perspective: scholarly paper addressing professional issues.

Descriptive Technical Report: describes, evaluates, and documents the specification or mechanical aspects of a device used by PT's in intervention or measurement.

Course Prerequisite

- For the master's Student: Completion of coursework (a minimum of 19 academic).

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- For the bachelor's Student: Completion of coursework including required courses (55 academic credits)
- All Students: 2.25 Overall GPA or 2.50 for students accepted into the program after January 1, 2012.

Course Instructions:

The Capstone Project is a total of five (5) credits, divided into two (2) courses:

PHT6496 Capstone Project I is one (1) credit

PHT6497 Capstone Project II is four (4) credits

- The student registers for Capstone Project I - for one (1) credit.
- The University sends the student information to complete the Capstone process, criteria forms, and assigned reading.
- The student completes the application and written assignment and submits this to the University.
- The University assigns a faculty advisor
- The faculty advisor evaluates the written assignment and works with the student to make revisions as needed. When the faculty advisor considers the proposal completed, he/she submits a grade and the student is awarded 1 credit for Capstone Project I. The student has a one (1) trimester time frame for full completion of the proposal.
- The Student registers for Capstone Project II - for four (4) credits.
- The student completes the written assignment and submits it to the faculty advisor. Revisions are made as necessary. Multiple revisions may be necessary until the University is satisfied that the criteria have been met and the case report or article is deemed publishable. When the faculty advisor decides that the manuscript has met University standards, he/she submits a grade and the student is awarded four (4) credits. The final version of the Capstone Project is to be completed within 2 trimesters after approval of the proposal.

Grading: Capstone Project I is Pass/Fail and Capstone Project II is awarded a letter grade the assigned faculty advisor will determine when the submissions have met the University's criteria.

The University has developed a proposal format and criteria sheets for grading your manuscript. Contact the University prior to commencing your manuscript in order to follow the required format.

CLINICAL RESIDENCY

You may choose to complete a clinical residency under the supervision of a mentor rather than completing the capstone experience. The following information details the residency and mentor standards.

The Residency Site

A clinical residency site is an approved site where there is quality physical therapy care being delivered in the area in which you wish to specialize. The transitional DPT Program Director will work with you to set up a residency and will monitor your progress throughout the residency. It is the responsibility of the student to seek out and make arrangements with the clinical site and mentor. The University may be of some assistance in providing potential sites/mentors through its network of graduates and clinical education sites. Established Residency Credentialed Programs offered through other Universities or clinics may also be utilized as long as they meet our requirements. Any site which has been approved as an APTA Clinical Residency/Fellowship Credentialed Program would receive favorable consideration by the University.

If you are interested in a clinical residency in orthopaedics or a fellowship in manual therapy through the University of St. Augustine, you will work with the University's Residency/ Fellowship Director to establish the specific requirements for the program. The Clinical Orthopaedic Residency and the Fellowship in Manual Therapy through the University of St. Augustine each have specific applications, separate from the transitional DPT program.

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The duration of employment at the residency site is to be not less than nine months or 1500 hours. The 1500 hours may be taken over the nine months or over a more extended period of time in the case of part-time employment. Once the 1500 patient hours and 200 hours of educational activities have been completed, you will receive five (5) credits toward your DPT degree. The Clinical Orthopaedic Residency and the Fellowship in Manual Therapy here at the University of St. Augustine will have additional requirements.

The clinical residency site must be able to provide to you a sufficient patient load in the area of specialization being sought. Sufficient is defined as being 80% of the patient load in the area of specialization.

Characteristics of a quality clinical residency site include:

- An invigorating environment
- Learning objectives targeted to specific needs of the student
- Ethical practices in the clinic
- Congruent patient care philosophy between the site and University
- Administrative support of clinical practice
- Effective staff communications
- Commitment to professional development
- Sufficient support services
- Adequate space and staff for patient load

Residency Standards

The University has adopted the following standards to be met by all residency sites:

- minimum of 1500 hours of direct patient care hours (approximately nine (9) months of full time clinical work in the area of specialization)
- no more than six (6) residents to one (1) approved mentor; the mentor may supervise residents at more than one (1) site and may bring the residents together for group activities
- minimum of 200 hours of didactic and clinical activities as follows:
 - a. 130+ clinical hours of 1:1 (one on one) with the mentor, with not less than 75% (i.e. 97.5 hr.) with the mentor observing the resident with the balance being the resident observing the mentor
 - b. 10+ hours of case presentations to the mentor and staff
 - c. 10 articles reviewed (journal club) with mentor

One (1) credit is awarded for each forty hours of one on one mentor time; case studies and other designated learning activities. If five (5) hours per week were given to such activities, then a total of five (5) credits would be earned in a forty-week period. All educational hours must be documented in the Residency Journal and appropriately signed by the mentor. If the minimum of five (5) credits is not achieved within the 1500 patient care hours, then the residency must be continued until the educational requirements are met.

The Mentor

A physical therapist mentor will have a post-professional degree that specializes in the clinical area being sought by you. A mentor will need to have some or all of the following qualifications:

- At least two (2) to five (5) years of clinical experience in the area of specialization
- APTA Board Specialization or other recognition/certification in the area of specialization, preferred
- Teaching experience (academic, continuing education presentations, and/or clinical instructor)
- Actively engaged in patient care
- Able to spend 1:1 clinic time with the resident
- Agrees with and upholds the patient care philosophy of the University

Responsibilities of the Mentor

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The mentoring activity is a significant portion of the residency in terms of your learning. During the 1500-hour clinical residency, the mentor is responsible for facilitating learning for the resident by:

- Assisting the resident in developing residency objectives and goals
- Supervising the resident in direct patient care by instructing, refining treatment and evaluation techniques a minimum of three (3) direct hours a week
- Coordinating a weekly meeting of journal club, case presentations and article review
- Providing other mentors to assist the resident in achieving objectives
- Meeting with the resident once each month to review and revise the resident's objectives
- Providing critique and guidance to the resident for the development and submission of case reports and poster/platform presentation
- Conducting a weekly review and signing of the residency journal
- Assisting or providing guidance in the development of effective communication with the physical therapy staff, other health professionals and community at large
- Identifying the resident's success or lack of success in maintaining responsibility of achieving objectives
- Evaluating the resident's skill level and reporting the results to the University at least once per trimester

Your Financial Arrangements with the Site

The financial arrangement between you, the residency site, and mentor is a matter of agreement between those three entities. The University will not be a party to the negotiation nor will have any financial arrangement with the site or mentor. We hope that the site, which may discount the normal salary exchange for mentoring time, will be generous with their time.

Registering for Clinical Residency

If you are electing to complete a Clinical Residency in lieu of the Capstone Project, it is important to contact the University as soon as possible to plan and discuss your Clinical Residency. The program director will assist you in completing the appropriate forms and planning your educational requirements. For further information, contact the Transitional DPT Program Director.

DEGREE COMPLETION

Once all of your coursework and assignments have been completed, you will be in a position to submit your paper work and request graduation. For graduation to take place you must have:

All fees and tuition paid in full including:

- the appropriate graduation fee
- all coursework completed and graded to meet the degree requirements
- a minimum overall GPA of 2.25 or 2.50 for students accepted into the program after January 1, 2012

Send the graduation application and graduation fee to the Transitional DPT Office. Refer to the latest Academic Calendar to identify the due date for applications for the upcoming graduation.

The Transitional DPT Staff will perform a degree audit to verify completion of the minimum number of credits and the financial office will assure that all fiscal obligations to the University or its subsidiaries have been met in full.

You have the option of attending one of the University's Commencement Ceremonies held three (3) times a year on the Florida campus – April, August and December. See the Academic Calendar for dates.