



# **Doctor of Physical Therapy**

**Program Handbook  
Class of 2028**

**Johnson & Wales  
University**

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# GENERAL INFORMATION

## Welcome Message

Welcome to the Johnson & Wales University ("JWU") Doctor of Physical Therapy Program!

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

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

The faculty and staff in the Doctor of Physical Therapy Program

## Introduction

### Purpose of the Handbook

This Program Handbook is intended to supplement, not replace, the policies and procedures set forth in the official publications of Johnson & Wales University, including but not limited to:

- JWU [Providence Campus Catalog](#)
- JWU [Providence Student Handbook](#)
- JWU DPT Program Clinical Education Handbook

Together, these resources provide students with comprehensive information about academic expectations, student services, university policies, and institutional procedures. Students are responsible for reviewing and complying with all applicable university-wide policies in addition to those outlined in this Program Handbook.

For brevity, certain abbreviations and acronyms appear throughout this Handbook. The terms “JWU” or “university” refer to Johnson & Wales University. The “Program” and “DPT Program” refers to the Johnson & Wales University Doctor of Physical Therapy Program. “Program Handbook” refers to this handbook.

By enrolling at and attending Johnson & Wales University, students agree to abide by all university catalogs, codes of conduct, handbooks, manuals, policies, procedures, regulations, and rules (collectively, “JWU Publications”). These include, but are not limited to, this Program Handbook, the JWU Catalog, and the JWU Student Handbook applicable to all students at JWU. The university may, at any time and without prior notice, add to, amend, change, modify, revise or supersede any of its catalogs, codes of conduct, handbooks, manuals, policies, procedures, regulations, rules and any other publications (including, without limitation, marketing or promotional publications), and the university may, at any time and without prior notice, add, cancel, change, modify, postpone, revise, supersede or withdraw any policies, provisions, requirements or rules in any Publications and may also at any time and without prior notice, add, cancel, change, modify, postpone, revise, supersede or withdraw any classes, courses, activities, events, internships, laboratories, and programs (of study or otherwise); without limiting the generality of the foregoing, this includes, but is no way limited to, transitioning from in-person to remote classes, courses, activities, events, internships, laboratories, and programs (of study or otherwise). No refund of tuition or fees will be given in such cases.

In the case of an inconsistency between this Handbook and another university Publication, this Handbook generally shall apply, but the university reserves the right to determine that another policy or procedure applies and to resolve any inconsistency as it deems appropriate in its sole discretion. Please read these resources carefully and thoroughly. You are responsible for knowing, understanding, and complying with all Publications. Ignorance or lack of understanding of any Publications does not excuse infractions. *This Handbook does not constitute a contract between the university and its students or applicants, employees, or any other person.*

Students are expected to read all applicable resources carefully and thoroughly. Ignorance of a policy or procedure does not excuse noncompliance.

## Program Overview

### Program Mission

The Doctor of Physical Therapy Program at Johnson & Wales University prepares its graduates for

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

## Program Goals

### Doctor of Physical Therapy Program Goals

JWU's Doctor of Physical Therapy (DPT) Program will:

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

### Doctor of Physical Therapy Graduate Goals

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

### Student Goals

1. Students will demonstrate professional behaviors, as defined by the [Professional Behaviors for the 21st Century](#) plan throughout their participation in the DPT Program.
2. Students will demonstrate excellence in both academic and clinical preparedness consistent with the scope of practice of an entry-level, generalist Doctor of Physical Therapy.

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## Accreditations and Approvals

### Institutional

Johnson & Wales University is accredited by the New England Commission of Higher Education (the "Commission"; formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges Inc.). This accreditation encompasses the university's campuses in Providence, Rhode Island; and Charlotte, North Carolina, and its online programs.

### Programmatic

Effective October 29, 2024, Johnson & Wales University's Doctor of Physical Therapy Program has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org)). If needing to contact the program/institution directly, please call (401) 598-1375 or email [JWUDPT@jwu.edu](mailto:JWUDPT@jwu.edu).

Candidate for Accreditation is an accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program may matriculate students in technical/professional courses. Achievement of Candidate for Accreditation status does not assure that the program will be granted Initial Accreditation.

## Curriculum Overview

### Credit and Clinical Hour Requirements

| YEAR 1   | Course Numbers - Names                                                   | Credits | Class Hrs. | Lab Hrs. | Other Hrs.   |
|----------|--------------------------------------------------------------------------|---------|------------|----------|--------------|
| SUMMER 1 | DPT 7200 - Patient Safety and Mobility                                   | 3       | 30         | 30       | -            |
|          | DPT 7250 - Exercise Physiology and Wellness                              | 3       | 30         | 30       | -            |
|          | DPT 7150 - Foundations for Physical Therapy Practice                     | 2       | 15         | 30       | -            |
|          | DPT 7100 - Foundations of Evidence Based Medicine                        | 2       | 30         | -        | -            |
|          | DPT 7050 - Anatomy                                                       | 4       | 30         | 60       | -            |
| FALL 2   | DPT 7300 - Integrated Clinical Experience and Professional Development 1 | 2       | 15         | -        | 45 (Clin Ed) |
|          | DPT 7450 - Biomechanics                                                  | 4       | 45         | 30       | -            |
|          | DPT 7350 - Musculoskeletal System I                                      | 5       | 45         | 60       | -            |
|          | DPT 8100 - Pain Neuroscience                                             | 2       | 30         | -        | -            |
|          | DPT 7750 - Pathophysiology                                               | 3       | 45         | -        | -            |
|          | DPT 8500 - Research                                                      |         |            |          |              |

|          |                                                                               |   |    |    |   |
|----------|-------------------------------------------------------------------------------|---|----|----|---|
|          | Seminar I                                                                     | 2 | 30 | -  | - |
| SPRING 3 | DPT 7400 - Musculoskeletal System II                                          | 5 | 45 | 60 | - |
|          | DPT 7600 - Culmination and Comprehensive Practicum I                          | 2 | 15 | 30 | - |
|          | DPT 8180 - Psychosocial Theory and Practice                                   | 2 | 30 | -  | - |
|          | DPT 7900 - Health Promotion and Wellness                                      | 2 | 30 | -  | - |
|          | DPT 7700 - Essentials of Rehabilitation Technology                            | 2 | 15 | 30 | - |
|          | DPT 8200 - Motor Control                                                      | 3 | 30 | 30 | - |
|          | DPT 7800 - Cardiovascular, Pulmonary, Integumentary Examination and Treatment | 4 | 30 | 60 | - |

| <b>YEAR 2</b> | <b>Course Numbers – Names</b>                                            | <b>Credits</b> | <b>Class Hrs.</b> | <b>Lab Hrs.</b> | <b>Other Hrs.</b> |
|---------------|--------------------------------------------------------------------------|----------------|-------------------|-----------------|-------------------|
| SUMMER 4      | DPT 7810 - Service Learning                                              | 1              | -                 | -               | 45 (Serv Lrng)    |
|               | DPT 7850 - Culmination and Comprehensive Practicum II                    | 2              | 15                | 30              | -                 |
|               | DPT 8150 - Neuroanatomy for the Physical Therapist                       | 3              | 45                | -               | -                 |
|               | DPT 8300 - Neurological Examination and Treatment                        | 5              | 45                | 60              | -                 |
|               | DPT 8400 - Integrated Clinical Experience and Professional Development 2 | 2              | 15                | -               | 45 (Clin Ed)      |
|               | DPT 8850 - Research Seminar 2                                            | 2              | 30                | -               | -                 |
| FALL 5        | DPT 8052 - Professional Development 3                                    | 2              | 30                | -               | -                 |
|               | DPT 8352 - Culmination and Comprehensive Practicum 3                     | 5              | 30                | 90              | -                 |
|               | DPT 8450 - Healthcare Management                                         | 2              | 30                | -               | -                 |
|               | DPT 7650 - Pharmacology for Physical Therapists                          | 2              | 30                | -               | -                 |
|               | DPT 8552 - Pediatric                                                     |                |                   |                 |                   |

|          |                                                                 |    |    |    |               |
|----------|-----------------------------------------------------------------|----|----|----|---------------|
|          | Physical Therapy                                                | 4  | 30 | 60 | -             |
|          | DPT 8600 - Physical Therapy for Genitourinary Health            | 2  | 30 | -  | -             |
|          | DPT 8652 - Comprehensive Skills Review & Qualifying Examination | 1  | 15 | -  | -             |
| SPRING 6 | DPT 9210 - Clinical Education Experience 1                      | 10 | -  | -  | 480 (Clin Ed) |
|          | DPT 7550 - Diagnostic Imaging                                   | 2  | 30 | -  | -             |

| YEAR 3   | Course Numbers – Names                     | Credits | Class Hrs. | Lab Hrs. | Other Hrs.    |
|----------|--------------------------------------------|---------|------------|----------|---------------|
| SUMMER 7 | DPT 9220 - Clinical Education Experience 2 | 10      | -          | -        | 480 (Clin Ed) |
|          | DPT 8900 – Capstone                        | 2       | 30         | -        | -             |
| FALL 8   | DPT 9230 - Clinical Education Experience 3 | 10      | -          | -        | 480 (Clin Ed) |
|          | DPT 9500 - Licensure Review and PEAT       | 1       | 15         | -        | -             |

## Professional Identity Formation

Professional identity formation (“PIF”) is a developmental process through which students internalize the values, norms, and characteristics of the physical therapy profession — coming to hold the thoughts, beliefs, and worldview of a physical therapist, which in turn drives behavior consistent with professional practice. The JWU DPT Program views professionalism not as a fixed set of behaviors to be checked off, but as an evolving integration of personal and professional identity that unfolds across the entire educational experience. Drawing on frameworks that recognize both the cognitive and belief-driven development of the individual and their socialization into the professional community, the curriculum is intentionally designed to cultivate professional behaviors and professional identity together, within a learning environment that actively supports that growth.

Each semester, faculty evaluate students’ professional behaviors using a structured rubric. Students work collaboratively with their faculty advisor, course instructors, and clinical instructors to reflect on their growth, address areas for development, and build the foundation needed for lifelong professional practice. The Program’s goal is that by the time students complete the Program, they will have not only demonstrated the professional behaviors expected of an entry-level physical therapist, but also will carry a strong and resilient professional identity from which to continue growing throughout their careers. When professional behavior concerns arise, the [Professional Performance Committee \(PPC\)](#), a committee of DPT faculty members representing diverse practice settings, provides structured oversight and support to address those concerns and guide students forward.

## Professional Dispositions of a Physical Therapist

Professional dispositions are the values, attitudes, and habits of mind that, when internalized, drive the behaviors expected of a physical therapist. The JWU DPT Program draws on the RISE framework (Respect for Others; Integrity & Compliance; Self-Awareness & Commitment to Development; and Engagement & Work Ethic), the Professional Behaviors for the 21st Century, and the core documents of the American Physical Therapy Association (“APTA”) to define the dispositions students are expected to develop across their didactic and clinical education. Together, these frameworks reflect both who a physical therapist is and how that identity shows up in practice.

Students are expected to demonstrate growth across the following professional dispositions throughout the Program:

- **Respect for Others** — demonstrating regard and consideration for patients, peers, faculty, staff, and clinical partners across all settings and interactions
- **Integrity & Compliance** — acting with honesty and trustworthiness; adhering to laws, regulations, institutional policies, and the APTA Code of Ethics
- **Self-Awareness & Commitment to Development** — recognizing one’s own strengths and limitations; actively seeking and responding to feedback; pursuing continuous growth
- **Engagement & Work Ethic** — arriving prepared, meeting responsibilities with initiative, and contributing meaningfully to patient care and the learning environment
- **Critical Thinking & Problem Solving** — applying reasoned judgment to clinical and professional situations; integrating evidence to inform decisions
- **Interpersonal Skills** — communicating effectively and empathically with patients, families, and members of the healthcare team
- **Responsibility** — taking ownership of one’s actions and their impact on patients, peers, and the profession
- **Use of Constructive Feedback** — seeking, accepting, and applying feedback as a tool for professional growth
- **Effective Use of Time and Resources** — managing priorities and obligations in a manner that reflects the demands of professional practice
- **Stress Management** — maintaining professional composure and seeking appropriate support when personal or situational challenges arise
- **Commitment to Learning** — approaching the curriculum and clinical experiences with curiosity, humility, and a long-term orientation toward lifelong learning

## Classroom/Laboratory/Clinical Experience Etiquette

The professional dispositions described above are not abstract ideals — they are observable in how students show up every day in the classroom, laboratory, and clinical environment. Students are expected to adhere to standards developed by APTA, JWU, and the DPT Program to include but not be limited to:

- [APTA Guide for Professional Conduct](#)
- [APTA Code of Ethics for the Physical Therapy Profession](#)

- [APTA Core Values for the Physical Therapist and Physical Therapist Assistant](#)
- [JWU Academic Integrity Policy](#)
- [JWU Student Code of Conduct](#)

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

Professional behavior is expected at all times. The faculty, adjunct faculty, and lecturers are members of the larger healthcare and professional community. Students represent JWU DPT Program, Johnson and Wales University, and the physical therapy profession, and their behavior should reflect this.

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

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

Violations of any of the above standards may lead to disciplinary action which may include grade reduction, class failure, removal from the class, and potentially dismissal from the Program. Students should be aware that within any given course, the instructor may deduct up to five (5) percentage points from the student's final numeric average for inappropriate professional behavior. Improvements in professional behavior over the course of semester can result in reinstatement of some, or all, of these points at the discretion of the instructor.

### [After-hours Laboratory and Equipment Access](#)

DPT students are provided access to Program laboratory spaces and equipment to support their academic and professional development. This access is a privilege that reflects the trust placed in students as emerging professionals, and it carries corresponding expectations for responsible, safe, and ethical use.

Students may access the physical therapy laboratory rooms after hours using their assigned key card. Equipment stored outside of the labs is available upon request. Use of any modality or

equipment is restricted to those currently addressed in an active course. Students may not use equipment or modalities outside of this scope without the explicit permission of a faculty member or the Program Director, regardless of prior experience or training. All equipment belongs to JWU DPT and must remain on campus at all times; nothing may be taken off-site for any reason.

All students are expected to maintain laboratory spaces in a clean and organized condition, with equipment returned to its designated storage location after each use and doors locked upon exiting.

Students will have access to the Cadaver Lab located in the Physician Assistant (PA) building during regular business hours. Students may not enter the Cadaver Lab while another course is in session (e.g., PA anatomy). A minimum of two DPT students must be present in order to use the Cadaver Lab; solo access is not permitted under any circumstances.

**Note:** Key card access to the Cadaver Lab will be activated only after a student has successfully completed the JWU DPT Safety and Bloodborne Pathogens Training facilitated by the Director of Environmental Health & Safety. This training is completed prior to the start of DPT 7050 Anatomy.

## Professional Attire and Appearance

Students are expected to maintain a professional appearance at all times when representing the university, including during classes, labs, clinical placements, and university-sponsored events. Appropriate attire demonstrates respect for the profession, patients, faculty, and peers.

General expectations include:

- Clean, well-maintained clothing appropriate to the setting
- Program-specific uniforms or scrubs, if required
- Closed-toe, non-slip footwear in clinical or lab environments
- University-issued name badge or identification (ID) worn visibly
- Hair, nails, and personal hygiene maintained to professional standards; facial hair must be neatly trimmed and may require removal for proper N95 mask fit per CDC guidelines. Nails must be free of acrylic and gel fingernail polishes
- Minimal jewelry and fragrance; visible tattoos and piercings may need to be covered depending on site policies
- Students should shower/bathe regularly, have clean hair which is short or secured away from their face as well as the treatment space

Students may be subject to additional dress code requirements based on clinical site policies. Failure to comply with attire expectations may result in removal from the learning environment and/or disciplinary action. Students who do not meet professional dress standards may be dismissed from clinical placement and may wait up to a full semester for rescheduling, with no guarantee of same location or practice type.

## Didactic and Laboratory Dress Code

To ensure full preparation for all laboratory experiences, students should always have access to lab clothes that allow for skin exposure of any given body region. Students **MUST** report to the lab appropriately dressed.

## Professional Performance Committee

The Professional Performance Committee (PPC) is a standing committee within the JWU DPT Program composed of core DPT faculty whose charge is to support students in meeting the professional and academic thresholds required for success in the Program and in the profession. Each semester, faculty evaluate students' professional behaviors and academic performance using established Program criteria. When those reviews result in a faculty recommendation for PPC review, when a student displays behaviors inconsistent with the professional dispositions of a physical therapist, or when individual faculty recommends review of a student's behavior, the PPC will convene to meet with the student. The committee may require students to submit remediation plans or reflection statements, enact professional or academic probation, or recommend deceleration when doing so would provide a student the time and support needed to successfully meet Program expectations. In the most serious cases, the PPC may recommend dismissal. All PPC actions are subject to the appeals process described below.

# PROGRAM REQUIREMENTS

## Background Checks

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

Students may be subject to a mandatory background check prior to attending clinicals. This will be accessed via Exxat. Some sites may require repeat or further testing of students, including additional background checks, drug testing, and/or fingerprint screening. The student may be responsible for some or all costs related to compliance platform access, background checks, drug testing and/or fingerprint screening, along with any additional requirements of clinical placement sites.

DISCLAIMER – [Licensure & Professional Certification](#): In the event a student has an unsatisfactory finding or pending criminal federal, state, or local charge on a background check, the student may be prohibited from attending a clinical rotation and/or be ineligible to sit for the national certification or obtain state licensure. It is the student's responsibility to thoroughly research the issue with the national board or state licensing authority. If a student is aware of a pending or prior federal, state, or local charge, the student should contact the relevant state licensing authority regarding the ability to obtain licensure before beginning the JWU DPT Program.

If a student is charged with any crime during their enrollment in the JWU DPT Program, the student must notify the JWU DPT Associate Program Director immediately, and the JWU DPT Program will notify the student's clinical site, as appropriate. The clinical site may re-evaluate the student's eligibility to participate in the clinical experience. The student may need to undergo an updated background check. If the updated background check reveals a criminal record, the student may be disqualified from a clinical placement or employment in the field. This may impact the student's ability to continue in or complete the JWU DPT Program. Students who do not report a crime with which they are charged will be subject to discipline, up to and/or including dismissal from the JWU DPT Program as determined by the PPC. The student should also contact the relevant state licensing authority regarding the student's ability to obtain licensure in light of any criminal charge or conviction.

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

## Drugs and Alcohol Policy

Students must submit to a mandatory 10-panel drug screening, at varying frequencies throughout the Program, as per the site requirements of their clinical placements. This will be completed



through the JWU DPT Program's contracted provider, Exxat Universal. The JWU DPT Program will provide the student with access to the necessary information to coordinate completion of the drug screening. The student will be responsible for scheduling the drug test and for administrative processes associated with testing, as well as the cost of the test.

Facilities may decline a student placement based on drug screening results, even if medications found are prescribed by physicians and deemed medically necessary. Students are encouraged to discuss any potential issues with the Director of Clinical Education (DCE) prior to clinical placement. Clinical facilities consider cannabis (marijuana and hemp) to be an illegal substance on a drug screen.

Dismissal from a clinical site due to drug screening results will result in failure of the clinical education course. The student will be referred to the PPC and may face disciplinary action.

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

JWU DPT students should never be in the classroom, laboratory, or at their clinical experience under the influence of alcohol, illicit substances, a prescription or non-prescription drug, or other substances that impair their ability to function safely and effectively. For further information, please review JWU's [Drug and Alcohol Policy](#) located within the Student Catalog.

Students and faculty, including clinical faculty supervising students during clinical experiences, are required by the APTA Code of Ethics to report impairment due to suspected drug and alcohol use to Program leadership.

## **Immunizations and Physical Examination**

### **Physical Examination**

The student must undergo a physical examination, and must provide a copy of the completed JWU DPT Program *DPT Physical Examination Form* signed by the student's medical provider. Students must submit the completed form to the University Health Service and Exxat Approve prior to matriculation into the Program, and again if required by any integrated or full-time clinical sites.

### **TB Screening**

Students are required to be tested annually for TB through approved methods. A negative result on one of the following methods is acceptable:

- QuantiFERON Gold TB test OR
- T-Spot test OR
- **TWO** negative PPD skin tests, completed *between one (1) and three (3) weeks apart*

Students with a positive test must provide a negative chest X-ray completed on or after the positive test date. Students with a history of latent or active TB must provide documentation of prior treatment and evidence of being free of TB symptoms via annual symptom screening performed by a qualified healthcare worker. A negative chest radiograph must be documented after therapy.

### **Immunizations**

The following immunizations or proof of immunity are required:

- Tdap: (tetanus, diphtheria, pertussis): immunization or Td booster within the last 10 years.
- MMR: (measles, mumps, rubella): at least two (2) doses of live attenuated vaccine after one year of age or serological proof of immunity (positive titer\*).

- Hepatitis B: serological proof of immunity (positive titer\*).
- Varicella: two documented vaccinations or serological proof of immunity (positive titer\*).
- Covid 19: vaccination or booster.
- Individual clinical sites may require other immunizations.

\*Lab reports must be submitted if using titers to verify immunity.

### **Flu Vaccination**

Students are required to obtain the annual flu vaccine for the current flu season.

### **Meningococcal A (meningitis) vaccine**

- Students under age 22 at matriculation must provide proof of vaccination for Meningococcal A. Students must receive a booster dose if their first meningitis vaccine was given before age 16.
- Students aged 22 or older at matriculation are exempt. See the clinical education handbook for additional details.

### **Vaccination Declination**

**Students who decline any required vaccinations, should understand that clinical facilities may prohibit participation in clinical experiences unless vaccination requirements are met.** The JWU DPT Program will attempt to find alternative placements but cannot guarantee availability or assume responsibility for any resulting delays in Program progression.

### **Allergy Concerns**

When students are in the Program or in another healthcare environment, students may be exposed to allergens, including without limitation, latex. The student should always consult with their primary care provider, allergist, or other appropriate healthcare provider to assess the risk of exposure and any potential treatments needed should an exposure occur. Students with a known sensitivity or allergy/reaction to latex or other allergens are responsible for assessing their own level of risk and ensuring they have taken appropriate precautions, including carrying an epinephrine pen or other treatment, as prescribed by their healthcare provider. The student should also notify the Program if an allergy exists. If a student is concerned that they are having an allergic reaction, they should contact 911 immediately. After having an allergic reaction, students must be medically cleared by a licensed medical professional prior to returning to the Program or clinical setting and must complete the Student Injury and/or Exposure Form.

### **Required Trainings and Certifications**

#### **OSHA Training**

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

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

#### 4. Body Mechanics

Training will be provided by the university.

#### HIPAA Compliance Training

In their role as student physical therapists, all students are required to comply with the Health Insurance Portability and Accountability Act (HIPAA). Once matriculated, all students must complete HIPAA training, which may require updating or recertification prior to starting clinical rotations. The DPT Program provides this training.

#### CPR Training

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

#### First Aid Training

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

#### Training Certificate Recording and Filing

Students must submit documentation of successful completion of OSHA training, privacy training, CPR, and First Aid to Exxat. All required documentation must be up to date before the clinical experience for the student begins and must remain valid throughout the entire duration of the clinical experience. Students who are not in compliance with this requirement are not allowed to participate in clinical experiences.

#### Clinical Education Requirements

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

#### Malpractice Insurance

Many clinical sites require students to carry malpractice insurance (professional liability insurance). The university provides malpractice insurance for all students while in a supervised internship program while they are matriculated in the JWU DPT Program. This is uploaded to each student's Exxat approve account and will be sent to each facility prior to the start of the clinical experience through the student's profile. Please contact the Program director for additional details.

#### Transportation and Travel Expectations

Students are responsible for arranging their own transportation to and from all Program-related activities, including:

- Clinical placements
- Off-campus labs or simulations

- Interprofessional education (IPE) events
- Community-based learning or service opportunities

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

### Clinical Education Expenses

The DPT Program extends across three academic years, with significant clinical components requiring careful financial planning. Students are responsible for costs related to clinical education and should anticipate and prepare for expenses beyond standard tuition during all three years, particularly during the third year which focuses on clinical rotations.

Clinical education expenses include but are not limited to:

- Travel costs to clinical sites
- Immunization requirements
- Housing and relocation expenses during clinical rotations
- Background checks and drug screenings
- Site-specific requirements and documentation
- Living expenses during off-campus clinical experiences
- Professional attire/uniforms

Students are responsible for arranging travel and accommodations for clinical placements. We strongly recommend that students develop a comprehensive financial plan at the start of the Program and explore financial aid options to cover these additional clinical education expenses.

### Healthcare Expenses

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

### Program Sponsored Travel

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

### Textbooks

The Program provides students with access to many, but not all, required textbook e-books. Students have access to e-books via AccessPhysiotherapy, available through the JWU library. For texts not available online, students are expected to obtain the required text by the beginning of class for each semester. Course syllabi may include a list of recommended texts and/or resources that students are not required to purchase but may wish to have as important reference materials. If a student prefers a hard copy/print version of any required text or recommended resources (digital or hard copy), the student is responsible for purchasing them separately.

### Supplies and Related Expenses

DPT Program base tuition is \$148,000. The Program tuition includes the following: student physical

therapy equipment package, a JWU DPT polo, Program name tag, and the American Heart Association's Basic Life Support training (CPR) for healthcare professionals. Annual APTA & RIAPTA membership fees are also included in tuition while enrolled in the Program. Additionally, the Program provides students with access to the FSBPT Practice Exam & Assessment Tool (PEAT) and an associated National Physical Therapy Examination prep review course.

Additional estimated expenses that are the responsibility of students may include criminal background checks, laptop and other technologies, student health insurance, housing, travel, accommodation, and other costs associated with clinical education. Please review the [DPT Tuition & Fees](#) page for more information.

## Information Technology Requirements

JWU's learning management system, ulearn, is the official source of information about courses for the Program. Students are expected to check ulearn frequently for course updates and materials.

For the most up-to-date IT requirements and resources, please review the following:

- [Computer and Browser Requirements](#)
- [Student Software](#) - this link provides information on software available to students through JWU.

Students are required to have computers that meet the minimum system requirements for platforms used specifically in the DPT Program, which include ExamSoft Exemplify, a computer-based secure testing platform. No tablet computers or virtual operation systems will meet these requirements. Students are responsible for ensuring their computers meet the necessary specifications to run this web-based platform.

Technical support is provided via the University [IT Service Desk](#), which can be reached at 866-JWU-HELP (866-598-4357) or [it@jwu.edu](mailto:it@jwu.edu). The [JWU IT website](#) answers many questions about technology at JWU.

## JWU DPT Program E-Mail Expectations

Important programmatic information and correspondence with students occurs frequently through e-mail. The JWU DPT Program only sends e-mail notifications to each student's official university-assigned email address.

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

JWU DPT Program faculty and staff typically respond to emails between the hours of 8:30am-4:30pm. Faculty will make every attempt to respond to student emails within 24 business hours. In the case of a personal emergency, students are to contact the appropriate Program faculty or staff via email.

## Artificial Intelligence (AI) Use

As a general matter, students are not permitted to use AI tools for any learning activities, assignments, or assessments within courses. Individual faculty can provide explicit permission for student use of AI within their course. When authorized, explicit permission will be stated on ulearn, within the assignment, and/or in the syllabus. Students are prohibited from using AI for any learning activities, assignments, or assessments when prior written permission from the instructor is not explicitly provided. The use of AI when not explicitly permitted by a faculty member is considered a violation of the Academic Honesty Pledge. Students found in violation of the Academic

Honesty Pledge will be subject to academic disciplinary action, up to and including potential dismissal from the Program, for failing to meet professional standards.

## Definitions

- Generative artificial Intelligence (AI):
  - Generative AI is a broad label that is used to describe any type of artificial intelligence (AI) that can be used to generate text, images, video, audio, simulations, computer code or synthetic data
  - Artificial intelligence models include models that perform but are not limited to the following functions:
    - Respond to questions and prompts
    - Analyze, improve and summarize text
    - Propose, complete, or summarize data during data analysis of the research process
    - Translate text from one language to another
    - Create new ideas, prompts or suggestions for a topic or theme
    - Generate text with specific attributes such as tone, sentiment or formality
- Large language models:
  - A type of AI that specializes in natural language tasks. Large language models predict what a human would write; however, it does not understand the content it generates or determine whether or not the information is accurate or misleading
  - The following are examples of AI tools:
    - ChatGPT
    - Gemini
    - Claude
    - AICARE
    - Grammarly
    - Google Doc “Write It for Me” tool
    - Wordtune
    - Bing AI tool
    - Bard
    - Caktus AI
    - Co-pilot
- Academic Integrity:
  - Academic Integrity means the commitment to honest behavior in academic life.
- Cheating:
  - Cheating means dishonest actions or behaviors that allow a student to gain an unfair advantage in their academic work.

### **Cheating as it pertains to AI**

Using unauthorized information, materials, or study aids, such as a phone, cheat sheet, or artificial intelligence (GAI) tools, during an exam or for an assignment without explicit permission by the course instructor. Refer to JWU [Academic Integrity Policy](#) for additional information.

**The use of AI is not permitted to be used by students in any coursework without explicit permission by the faculty member.**

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

### **Error and Bias Awareness**

Students must critically evaluate AI algorithms for potential errors and biases and consider the implications for diverse patient populations. AI outputs may include misinformation and unverified content.

### **Clinical Education Experiences**

Students must comply with all JWU DPT Program, university, clinical facility, and HIPAA policies when using AI tools. Students are not permitted to use AI during clinical education experiences beyond general internet searches without explicit permission from the clinical site and DCE. Students must inform patients and obtain appropriate patient consent about their use of AI when applicable. Students must protect patient confidentiality and data security at all times.

### **Change of Contact Information/Address**

Throughout the Program, students are required to notify the Program director immediately and in writing when there is any change in their contact information, including their local address, permanent mailing address, email or phone number. This is in addition to following required university policies for [maintaining addresses and contact information](#).

## TECHNICAL STANDARDS/ESSENTIAL FUNCTIONS

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

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

Deficiencies in character, integrity, judgment, knowledge, or professional attitude or demeanor that may jeopardize patient care may be grounds for course failure and/or dismissal from the Program. This document identifies the required essential functions and serves as a guideline for professional expectations and should be used in conjunction with the policies and procedures located in JWU DPT Program Student Handbook and available on the [JWU DPT web page](#).

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

### Observation

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

The student must be able to:

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

### Communication

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

The essential communication standards include but are not limited to the following; the student must be able to:

- Receive and respond to oral and written communications in an appropriate and professional manner.
- Obtain and report information orally and in writing using the English language.
- Participate in student, curricular and community group activities.



- Apply teaching principles for patients, caregiver or simulated caregiver skill development to manage patients and simulated patients in academic and clinical activities.

## Physical Performance Skills

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

These essential physical performance functions include but are not limited the following; the student must be able to:

- Safely lift, push, pull, and carry heavy or immobile patients.
  - Specific requirements include:
    - Safely lift up to fifty (50) lbs. independently
    - Safely lift up to two hundred (200) lbs. with assistance
    - Safely push and pull up to two hundred (200) lbs. with assistance.
- Maintain and assume a variety of positions including sitting and standing for up to three (3) hours continuously.
- Generate and apply force (strength and power) with all body parts.
- Have adequate joint and soft tissue range of motion and flexibility for frequent walking, bending, squatting, kneeling, stair climbing, reaching forward, reaching overhead, turning, and movement of the trunk and neck in all directions.
- Apply timely physical reactions to maintain safety to self and others.
- Apply body mechanic principles to maintain safety to self and others.
- Apply gross and fine motor skills and possess the hand dexterity to safely perform examination and therapeutic interventions.
- Apply manual chest compressions and ventilations necessary for the performance of CPR.
- Visually observe patients, dials, and displays on equipment, and read from an electronic medical record.
- Assess heart and lung sounds.
- Palpate for temperature changes in the integumentary and musculoskeletal tissue.
- Perform documentation of patient examination and treatment in the method specified by the JWU DPT Program and clinical sites.
- Attend all classes in accordance with the JWU DPT Program course schedule and attendance policy, including maintenance of a forty (40)-hour work week during all full-time clinical experiences.

## Cognition

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

The essential cognitive functions include but are not limited the following; the student must be able to:

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

## Behavioral and Social Attributes

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

Essential behavioral and social functions include but are not limited to the following; the student must be able to:

- Act in an ethical, legal, and responsible manner consistent with the [Core Values for the Physical Therapist Code of Ethics for the Physical Therapy Profession](#), and [Standards of Practice for Physical Therapy](#) outlined by the American Physical Therapy Association (APTA), and the policies and procedures of Johnson & Wales University and the JWU DPT Program.
- Engage in patient care delivery in all settings and deliver care to all patient populations including, but not limited to children, adolescents, adults, vulnerable adults, or persons with developmental disability.
- Demonstrate behaviors that protect the safety and well-being of fellow students, faculty, staff, patients, simulated patients, and caregivers.
- Recognize and demonstrate respect for cultural, ethnic, ethical, and value differences among students, faculty, staff, patients, caregivers, and other health care professionals.
- Participate in collegial, productive group and team activities with diverse populations.
- Manage personal and work-related stresses that may be physically, emotionally, psychologically, or intellectually challenging in a timely, professional manner.
- Demonstrate flexibility and adaptability to changing situations and uncertainty.

- Maintain appropriate personal hygiene at all times, consistent with the close personal contact associated with patient care.
- Adhere to timeliness and attendance requirements.
- Transport self to on-campus and off-campus locations related to all required elements in the JWU DPT Program curriculum.

## ACADEMIC INTEGRITY AND CODE OF ETHICS

The JWU DPT Program expects students to take responsibility for their conduct. Students are expected to address problems respectfully and reasonably, comply with applicable laws, and respect the rights and freedoms of others.

### JWU DPT Program Honor Code

I will not lie, cheat, or steal in my academic and clinical endeavors.

I will conduct myself honorably in all my endeavors; and

I will act if the Honor Code is compromised.

Professionalism is one of the Core Competencies for physical therapists as defined by the American Physical Therapy Association (APTA) and is one of the expected tenets of the JWU DPT Program. Honesty, integrity, and respect are expected of students in their interaction with fellow students, faculty, staff, clinical faculty, guest lecturers, patients, their families, and the community at large. All students must demonstrate professional behavior throughout the entire Program.

### Academic Honesty Pledge

As students at JWU, you are privileged members of an academic institution with high standards for academic integrity and conduct. Student academic dishonesty will NOT be tolerated. Students will acknowledge this policy and attest to academic honesty by signing the [Academic Honesty Pledge](#), included in the appendices of this Handbook, during orientation to the Program. Ignorance of University policy is NOT a valid excuse.

### Violations of Academic Integrity

A lack of professional behavior will lead to referral to the JWU DPT Professional Performance Committee (PPC) (discussed below under [Academic Policies and Procedures](#)) may result in disciplinary action up to and including dismissal from the Program.

If it has been determined that a student has cheated on an assignment, a written examination, or a practical examination, the following due process shall be followed:

#### Step 1:

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

#### Step 2:

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

### Code of Ethics for the Physical Therapy Profession (APTA)

JWU DPT students are expected to adhere to the APTA Code of Ethics. To review the most recent [Code of Ethics for the Physical Therapy Profession](#), please visit the [American Physical Therapy Association \(APTA\)](#).

## **Student Identification and a Patient's Right to Refuse Treatment**

The APTA Code of Ethics obligates honest, transparent interactions with patients and clients in all settings. Patients/clients have the right to be informed when a physical therapy student is involved in their care. The student is required to introduce themselves as a student and wear appropriate identification of their student status (e.g., name tag, facility badge) when interacting with a patient. They must advise the patient that the clinical instructor (CI) or a faculty member is a PT directing and overseeing their care. A licensed physical therapist must be present and supervising student physical therapists. All patients/clients have the right to decline treatment by a student at any time, without fear of negative consequences to themselves or the student and must consent to care.

## **VOLUNTEER OPPORTUNITIES**

On occasion, the faculty or staff of the Program may make students aware of volunteer opportunities in the university or community. Students are not obligated to volunteer and shall not be financially compensated for this activity.

# ACADEMIC POLICIES AND PROCEDURES

## Academic Performance

### Grading Scale

The grading system is as follows:

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

**Full-time clinical education experiences will be graded on a satisfactory/unsatisfactory basis.** These grades are not calculated into the semester and cumulative grade point averages.

## Academic Progression Overview

### Academic Standing

To remain in good academic standing, students in the JWU DPT Program must demonstrate the following performance requirements to advance through the Program curriculum:

1. Satisfactory completion of all required JWU DPT Program courses with a grade of “C” or greater, except for the Qualifying Examination in DPT 8652 Comprehensive Skills Review and Qualifying Examination, which requires a grade of “B-” or greater.
2. Earn at least a 3.0 semester grade point average (GPA) in each semester.
3. Maintain a 3.0 cumulative grade point average (GPA). Students whose cumulative GPA falls below 3.0 are subject to dismissal from the Program.
4. Pass the Qualifying Examination with a score of 80% or greater.
5. Demonstrate professional behavior consistent with the aforementioned APTA guiding documents.
6. Successfully complete each of the three (3) full-time clinical experiences as described below in *Progression to Clinical Education Experience*.

### Progression to Clinical Education Experience

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

- Successful completion of all didactic courses occurring in semesters 1 through 5.
- Successful completion of the DPT 8652 (score  $\geq$  80%)

- Cumulative GPA of 3.0 or higher
- In good standing with the JWU DPT PPC

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

## Progression in the Clinical Phase

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

Students may not repeat more than one full-time clinical experience. If a student fails a second full-time clinical education experience, the DCE will refer the student to the PPC with a recommendation for dismissal from the JWU DPT Program.

To be eligible for graduation, students must achieve an entry-level rating on the Clinical Internship Evaluation Tool (CIET) by the end of their final clinical education experience.

## Academic Progression and Remediation Policy

Remediation of a failed written or practical examination (< 70%), or qualifying practical examination (< 80%) is required. Students are allowed one remediation per course that is eligible for grade replacement, with a maximum replacement score of 70%. Remediation of assessments provides students who have not yet demonstrated required competency the opportunity to address identified deficiencies, ensuring that all graduates meet the standards necessary for safe and effective physical therapy practice. Faculty may require students to remediate additional examination failures; however, for any subsequent remediations, students will retain the original failing grade and will not be eligible for grade replacement.

**Students who fail an examination must contact the faculty member leading the course within two (2) business days of grades posting to develop a study/remediation plan.** When a student is assigned a remediation learning plan, the plan must be completed within the period specified by the assigning faculty member for the student to be eligible for the retest. Retests will be similar in both content and rigor to the original examination. The retest will be scheduled based on faculty availability and may require the student to return to campus during a scheduled break, holiday, or event. The student is responsible for being available for the scheduled retest.

## Remediation of Written Exams

Students who score less than 70% on a written exam will have the chance to retake one exam per course. If a student scores more than 70%, the failing grade in the gradebook will be replaced with a maximum grade of 70%, regardless of the actual retake score. If a student scores less than 70% on the retake, the lower of the two grades will stand.

- For example, if the student scores 69% on the initial exam and 60% on the retake, a grade of 60% will be recorded.

Except in cases of scheduling conflicts or extenuating circumstances, retaking an exam must be completed before the next scheduled written exam in the course, as exams must be taken in sequential order.

## Remediation of Practical Exams in Didactic Clinical and Culmination I-III Courses

Students are permitted one practical examination retake per course. Failing two practical examinations in the same course — including a remediation practical — results in a course grade of F. A student who earns a grade below 70% on a practical examination is eligible for one remediation attempt per course. A passing score of 70% or higher on the retake will replace the original practical grade in the gradebook with a score no higher than a 70%; no additional practical retakes are permitted in that course for that semester. A failed retake, or a second failed practical examination in the same course within the same semester, will result in a final course grade of F.

## Remediation of Qualifying Examination

Students may retake the Qualifying Examination once. Students who score less than 80% on the Qualifying Examination retest (remediation) will receive an F in the course. If a student scores less than 80% on the Qualifying Examination retake, the failing grade will be replaced in the gradebook with a maximum grade of 80% for the Qualifying Examination. If a student scores below an 80% on the Qualifying Exam retake, they are dismissed from the Program.

## Remediation of a Failed Full-Time Clinical Education Experience

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

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

## Remediation of Professional Standards Concern

The PPC conducts evaluations of behavioral or skills issues, concerns, or violations. At the close of each semester—or at any point when requested by an individual faculty or staff member—core faculty meet to review the academic progress and professional behavior and skills of all DPT students. If concerns are identified, the PPC Chair will contact the student directly and initiate the appropriate steps of the in-semester review process outlined below.

When a professional standards concern is identified, the following process is initiated to support the student in addressing the issue and returning to good standing:



#### *Step 1: Initial Observation*

- A faculty or staff member who becomes aware of a potential professional behavior or skills Issue should address the matter directly with the student involved, when it would be appropriate, productive, and safe in the judgment of the faculty or staff member.

#### *Step 2: Discussion (if addressing directly with the student as a first step)*

- The faculty or staff member should engage in a private conversation with the student, identifying the behavior or skill at issue and providing the student with feedback, when reasonably possible to do so.
- The goals are correction and collegial accountability.

#### *Step 3: Documentation (if addressing directly with the student as a first step)*

- The faculty or staff member should document the conversation (date, time, and summary) for tracking purposes on the "[Professional Behavior Concern Form](#)."
- The faculty or staff member should email to the PPC Chair the completed "Professional Behavior Concern Form" for tracking purposes.
- If the staff or faculty member believes the Issue has been resolved satisfactorily, no further action is necessary.

#### *Step 4 (optional): Referral to PPC for Review*

- A faculty or staff member may request PPC review under the following conditions:
  - The staff or faculty member becomes aware of a potential professional behavior or skills Issue and does not think it would be appropriate, productive, and safe to address it with the student involved as a first step. At any time the staff or faculty member decides further communications with the student would not be appropriate, productive, or safe, the staff or faculty member may request PPC review.
  - A faculty member has attempted to correct the issue with the student involved, and the attempt has not been successful.
  - A second Issue has occurred.
  - The incident is egregious. In the case of a significant violation of professional standards, a PPC review may be warranted without the above steps being completed.

#### *Step 5: PPC Review Process*

- The PPC Chair will send an email to the student involved and the student's faculty advisor, providing the student a written summary of the Issue sufficient for the student to prepare a response; and set a meeting to discuss the Issue if the PPC determines a meeting would be appropriate, productive, and safe; otherwise, the PPC may render a decision without a student meeting.
- If the PPC finds evidence that the student has violated applicable professional standards, the PPC will note that in the student's record. If the PPC has found no violation, it will note that in the student's record as well.
- The PPC may require any remedial measures the PPC deems appropriate, on its own or in collaboration with the student, student's faculty advisor, and any other appropriate faculty

or staff (all in the PPC's judgment).

- Any of the following may result in a dismissal from the DPT program:
  - A breach of student or any professional code of conduct
  - A breach of any applicable professional standard
- A student may appeal the decision of the PPC if the student believes any of the PPC's decisions are erroneous or any remediation the PPC has required is unreasonable. The student shall have five days to file an appeal; untimely appeals will not be considered.
- The student shall send the appeal to the Program Director. Excluding relevant nonduplicative evidentiary exhibits, the student's appeal papers shall not exceed 15 double-spaced pages in font no smaller than 11 points. Any pages in excess of that shall be disregarded. Evidentiary exhibits that are irrelevant or duplicative shall also be disregarded.
- The DPT Program Director shall consider the appeal and shall only overturn the PPC's decisions or remediation plans on finding that the PPC's decisions or remediation plans were (i) outside the bounds of reasonableness, (ii) procedurally improper so as to have had an effect on the outcome, or (iii) were the product of bias. The DPT Program Director shall endeavor to make a decision as soon as reasonably possible after receipt of the student's appeal and, if reasonably possible, not longer than 15 days after receipt of the student's appeal.

#### **One-on-One PPC Chair Review Procedure**

- If the PPC finds that the concern warrants a one-on-one review, the PPC Chair will hold an individual meeting with the student instead of a full committee review.
- The PPC Chair will make every reasonable effort to schedule the meeting within ten (10) business days of the student's written notification. However, scheduling constraints or other extenuating circumstances may cause a delay. In such cases, the student will be promptly notified, and the meeting will be scheduled at the earliest possible date.
- The meeting will include:
  - An introduction and explanation of the review process
  - A review of the alleged professional performance concern(s)
  - Presentation of available documentation or evidence
  - An opportunity for the student to respond and ask questions
  - A closing statement by the student
- The PPC Chair will assess the information based on a preponderance-of-the-evidence standard, meaning the Chair will decide if it is more likely than not that a violation took place.
- Following the meeting, the PPC Chair makes one of the following decisions:
  - No violation of professional standards occurred — no further action is needed, though the matter may be documented for reference.
  - A written warning is appropriate — the student is given guidance and expected to self-correct, with no formal remediation plan necessary.

- A violation occurred requiring formal remediation — the matter will be escalated to a full PPC review, and the full committee procedure outlined below will be followed.
- The PPC Chair's findings and determination will be documented in writing and shared with the student and faculty advisor within a reasonable time frame of the meeting.
- If the student disagrees with the PPC Chair's determination, the student may request, in writing within five (5) business days of receiving the written determination, that the matter be elevated to a full PPC committee review.

### **Full PPC Committee Review Procedure**

- The PPC will make every reasonable effort to convene within ten (10) business days of the student's notification; however, scheduling conflicts, committee members' availability, academic calendar considerations, or other unforeseen circumstances may cause a delay. In such cases, the student will be promptly notified, and the meeting will be scheduled at the earliest possible date.
- The meeting will include:
  - An introduction and explanation of the review process
  - A review of the alleged professional performance concern(s)
  - Presentation of available documentation or evidence
  - An opportunity for the student or students to respond and ask questions
  - A closing statement by the student or students
- The committee evaluates the information under a preponderance-of-the-evidence standard, meaning the committee determines whether it is more likely than not that a violation took place.
- The committee's findings, rationale, and vote will be documented. All proceedings are confidential and maintained in accordance with FERPA and institutional record retention policies.
- After deliberation, the PPC may make one of the following determinations:
  - No violation of professional standards occurred.
  - A minor to moderate violation occurred, requiring remediation.
  - A more serious violation occurred, requiring remediation and professional probation.
  - An egregious breach of one or more professional standards as outlined in the student manual, or a breach of a professional behavior or skill, which may include, but is not limited to, a violation of the JWU Code of Conduct, the APTA Code of Ethics for the Physical Therapist and/or the APTA Guide for Professional Conduct, and which warrants a recommendation for dismissal from the Program under institutional procedures.
- The student will receive written notification of the committee's decision within a reasonable time frame of the meeting.

### **Professional Behavior Remediation**

If appropriate, the PPC will develop a structured remediation plan in collaboration with the student

and relevant faculty, including the student's faculty advisor. The purpose of remediation is educational, to help the student correct identified deficiencies and demonstrate improved professional behavior.

- The remediation plan will:
  - Clearly describe the professional behaviors requiring improvement
  - Identify measurable objectives
  - Specify required actions and activities
  - Establish deadlines and duration
  - Specify consequences for failure to comply
- The student will be asked to sign the remediation plan to confirm receipt and understanding. Refusing to sign does not exempt the student from the plan's requirements.
- Progress will be monitored through scheduled evaluations, including at least one midpoint review and a final evaluation at the end of the remediation period. Documentation of progress will be maintained in the student's Program file.

The PPC may recommend dismissal from the Program when a student meets any of the following criteria. Students have the right to appeal a dismissal recommendation and request deceleration as an alternative pathway (see Deceleration Policy below). As described earlier, the purpose of the PPC is to review and support the academic and professional development of JWU DPT students. Through semester reviews and as-needed evaluations, the PPC ensures that students meet the Program's high standards for professional conduct and academic achievement.

## Program Dismissal and/or Deceleration

The PPC may recommend dismissal from the Program when a student meets any of the following criteria. Students have the right to appeal a dismissal recommendation and request deceleration as an alternative pathway (see below).

- Fails a course (scoring below 73%)
- Semester GPA is less than a 3.0 and there is not a mathematical path for student to achieve a cumulative GPA of 3.0 within two probationary semesters
- Cumulative GPA falls below a 3.0
- Fails two practical examinations in one course (scoring below 70%)
- Scores less than 80% on a Qualifying Examination retake
- Professional standard concerns

## JWU DPT Academic Probation and Appeal Process

### Appeal Process for a Failed Didactic Course

If the student is dismissed from the DPT Program, they may appeal. The Program follows the University's Complaint and Grievance Process, which is available in the JWU Student Handbook. As outlined in the Complaint and Grievance Process, the student has the right to appeal to the faculty member, Program director, and the Dean on matters related to a student's grade. The first complaint must be filed within 3 days of the incident. The student should first address the complaint or grievance with the faculty member. If the student does not wish to address the

complaint with the faculty member, the student should present the complaint to the Program director. If the student's grievance is still unresolved or new information comes to light or the student considers the decision unjust, the student can submit the complaint to the Dean for review. The Dean's decision is final.

*In all cases of didactic dismissal, the student must petition the PPC for reinstatement into the JWU DPT Program.* If approval is granted, students who return for the next cohort will be enrolled in all courses in which they did not achieve a grade of 73%. Students who return to the Program with the next cohort will remain on academic probation until their cumulative grade point average is at or above a 3.0. All students must have a cumulative GPA at or above a 3.0 to proceed to the full-time clinical experiences. Students reinstated are subject to the same policies as the current cohort of matriculated students they are joining.

### **Academic Probation: Semester and Cumulative GPA PPC Review and Appeal Process**

- **Semester GPA**

A student whose semester GPA falls below 3.0 will be notified by the DPT Program Director and placed on academic probation. Within 5 business days of notification, the student must submit an academic plan — developed in collaboration with their academic advisor — to the PPC Chair. The student will then meet with the PPC Chair to review and finalize the plan. If the student's semester GPA mathematically jeopardizes their ability to achieve the required cumulative GPA within two semesters, the PPC may recommend dismissal from the Program. Students have the right to appeal a dismissal decision to the PPC.

- **Cumulative GPA**

Students are eligible to request academic probation to remain in the Program and attempt to increase their cumulative GPA above 3.0. Once the student is notified by the Program Director that their cumulative GPA is less than 3.0, the student has 5 business days to submit a request for academic probation to the PPC chair, including an academic learning plan developed with the student's academic advisor. If approved for probation, the student will have up to **two semesters** to improve their cumulative GPA to a 3.0; however, the student's ability to progress in the Program will be reviewed after the first semester to ensure they are trending to achieve a cumulative GPA of 3.0 by the end of the probationary period.

Alternatively, the PPC may recommend deceleration as a second pathway to achieving Program requirements. A student who has been recommended for dismissal may appeal to the PPC and request reinstatement with the next cohort. If approved, the student will, at minimum, be re-enrolled in all courses in which they did not achieve a grade of 73% or higher during the semester in which they fell below the GPA threshold. The PPC reserves the right to recommend additional remedial action, including additional coursework, as deemed to be in the student's best academic interest. Students returning with the next cohort will remain on academic probation until their cumulative GPA is at or above 3.0. All students must have a cumulative GPA at or above a 3.0 to proceed to the full-time clinical experiences. Probationary status is removed by meeting the conditions of academic probation as set by the PPC and by earning a cumulative and semester GPA of 3.0 or higher.

In cases where the student is reinstated, it is important that the student notes that JWU DPT courses are offered in sequence. Dismissal and reinstatement will delay a student's graduation by at least one year, as they will not be allowed to move on to the next semester and will have to repeat the designated coursework the following year. Students reinstated are subject to the same policies as the current cohort of matriculated students they are joining. Failure to meet the conditions of probation will result in a recommendation to the Dean for dismissal from the DPT Program.

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

Any student who does not complete the JWU DPT Program in the 30-month time frame must consult with financial aid to understand the potential consequences of extended Program enrollment. Students who are considering returning to the Program after not attending for at least one semester should contact JWU Student Financial Services and their individual lenders to discuss the financial implications and obligations associated with stopping and later returning to the Program.

### **Grounds for Program Dismissal by PPC**

The PPC recommends dismissing the student from the JWU DPT Program in the event of any of the following criteria:

- Failure of the same didactic or clinical education course twice (if offered by PPC).
- Failing more than two separate courses in the Program.
- Failure of more than one full-time clinical education experience.
- Cumulative GPA falls below a 3.0 and does not return to a 3.0 after two probationary semesters.
- Failure to meet the criteria of an Academic Probation Plan (remediation learning plan)
- Failure to successfully remediate the qualifying examination to obtain a score of  $\geq 80\%$ .
- Failure of remediation of professional performance conduct standards.
- Suspension from the university.
- Violations of academic honesty and academic ethics, including academic misconduct, cheating, plagiarism, misrepresentation, and misuse of academic materials. *Please refer to the "[Academic Honesty Pledge](#)" for definitions of academic misconduct, cheating, plagiarism, misrepresentation, and misuse of academic materials.*
- Any behavior that threatens the safety or rights of university or clinical facility personnel or patients.

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

### **Appeal of the PPC Decision**

#### **Appeals Procedure for DPT Program Students**

Students may appeal decisions made by the PPC. The appeals are directed to the DPT Program Director.

#### **Grounds for Appeal**

Appeals will be considered only on the following grounds:

- Procedural error: A deviation from established policy or process that materially impacted the dismissal decision.
- Factual error: Incorrect calculation of GPA or misapplication of academic standards or other similar factual error that materially impacted the dismissal decision;
- New evidence: Information not known or reasonably knowable by the decision-maker at the time of dismissal that could materially impact the dismissal decision.

Note: Disagreement with academic judgment alone is not a valid basis for appeal.

### **Initiation of Appeal**

- The student must submit a written appeal to the DPT Program Director within three (3) business days of receiving the PPC's decision.

### **Written Appeal Requirements**

The appeal must include:

- **Student's Name and ID:** Ensure identification is clear.
- **Date of Appeal Submission:** Indicate the date the appeal is filed.
- **Description of the Decision:** Clearly outline the decision being appealed.
- **Basis for Appeal:** State the reasons for believing the decision was erroneous, capricious, or unfair, and provide any supporting evidence or documentation.
- **Desired Outcome:** Specify what resolution the student is seeking.

The appeal should be limited to no more than 750 words, not including relevant attachments that are directly related to the appeal. If the student requires greater than 750 words for the student's appeal, the student may request an increase in the word limit in writing from the Program director, to be granted or denied in the Program director's discretion. Otherwise, any words above 750 in the submission and any irrelevant attachments will be disregarded.

### **Submission Method**

- Appeals should be submitted via email to the DPT Program Director. Ensure the subject line reads "Appeal of PPC Decision."

### **Review Process**

- The DPT Program Director will review the appeal within a reasonable time frame of receipt.
- The Director may consult with members of the PPC or other relevant parties to obtain additional information.
- The Program Director may affirm or modify the decision of the PPC.

### **Decision Notification**

- The student will be notified of the decision within a reasonable time frame.
- The notification will include the rationale for the decision and any applicable next steps.

### **Finality of Decision**

- If the student wishes to pursue a final appeal, the student may submit a written appeal to the Dean within ten (5) business days of the Program Director's decision. The Dean will review the record of the proceedings and the basis for appeal and will issue a written decision within a reasonable time frame.
- The decision made by the Dean is final and will conclude the appeals process.

## Removal and Withdrawal

### Removal from Class, Course, or Clinical Placement

The Program reserves the right to remove students from a class, course, or clinical placement for any reason, including but not limited to: failure to adhere to the guidelines in this Handbook or the Clinical Handbook; unprofessional or disruptive behavior in class or clinical placement, including bullying; violations of the clinical site or university substance abuse policy; exposure to infectious or communicable diseases; issues resulting in a negative impact on student, faculty, or patient safety; violations of academic integrity or honesty; HIPAA (Health Insurance Portability and Accountability Act) violations; or any inappropriate use of social media. Removal from a class, course or a clinical placement may delay continuation, progression, and/or graduation in the Program. A student who is removed from a class, course, or clinical placement will meet with all relevant program-level stakeholders, including the PPC, to review the circumstances and determine next steps.

### Withdrawal

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

### Program Withdrawal

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

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



- In the case of re-enrollment, graduation date and academic progress will be impacted. Withdrawal from a prerequisite course may impact future course registration, if scheduled, and may impact the sequencing of remaining requirements.

## Personal Leave

Students may request a personal leave of absence for educational, medical, or personal reasons. This leave is intended as a temporary interruption, with the intent to return and continue in the Program. To be considered for personal leave the student needs to be in good academic standing per the JWU policy. The [Personal Leave](#) request form is available on the JWU website and must be completed by the student and approved by the Program director as a prerequisite for a leave request to be granted.

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

## Procedure for Return

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

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

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

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

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

All requests for withdrawal or personal leave during a full-time clinical education experience will be reviewed by the DCE and/or the PPC to determine if a remediation plan needs to be completed prior to scheduling a new full-time clinical education experience. In the case of returning to a clinical education experience, the start date is subject to clinical education resources. See Clinical Education Handbook.

## Graduation Requirements

All coursework and required Program components must be completed within five (5) years of

initial matriculation.

In order for the JWU DPT Program to certify students for graduation, candidates must have a cumulative 3.0 GPA, have successfully completed all required 120 credit hours of coursework in a five (5) year timeframe, passed the qualifying examination at least an 80%; and achieved an entry-level rating on the Clinical Internship Evaluation Tool by the end of their final full time clinical education experience.

## Commencement

When students are delayed in completing any Program coursework (class or clinical placement, etc.) for any reason, their ability to participate in the JWU Commencement ceremony may be affected.

For further information, please see the JWU [Commencement](#) page within the Student Handbook.

## Satisfactory Academic Progress (SAP) for Financial Aid

To be eligible for federal and state financial aid, all students must satisfy Satisfactory Academic Progress (SAP), which is required by federal law. Students will be notified of the decision both verbally and in writing.

For further information, please review the [Satisfactory Academic Progress](#) Policy.

## Attendance Policy

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

## Didactic Phase

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

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

Students' ability to remediate missed coursework and continue in the Program after prolonged absence will be determined on a case-by-case basis by the course faculty and PPC. Students should be aware that their ability to continue in the Program after extended absence may be interrupted and they may need to pause in their progression and join the next cohort.

Tardiness will not be tolerated. If a student is to be late for class or lab, they must contact the appropriate course instructor or the clinical site as early as possible to advise their estimated time of arrival. If the course instructor deems the tardiness to be disruptive to the classroom experience

or clinic, is affecting student performance, or is excessive, the student will be referred to the PPC.

## Clinical Phase

Attendance during the clinical phase of the Program is outlined in the Clinical Education Handbook.

## Examinations and Assessments

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

## Class Cancellation

When university-wide closures occur due to weather or other emergencies, the university will notify the community via JWU email, @JWUAlertPVD on X, the Providence Alerts website, and JWULink. Individual class cancellations will be communicated directly to students via JWU email.

Unless the university prohibits it, cancelled classes will be held electronically using a Program-approved platform. Students are expected to participate as they would in person and are held to the same standards of conduct, participation, and accountability. If the faculty member cannot host the electronic session, the class will be rescheduled by the Program and may take place outside of normal hours, including evenings, weekends, or holidays.

In the event of a widespread emergency that prevents use of university or Program facilities, faculty may employ varied methods to develop and assess both cognitive and psychomotor skills to ensure students are safe and prepared to progress to clinical education.

## Testing Environment and Review of Student Assessments

### Expectations of Students in all Testing Environments

The following expectations of students pertain to all testing environments:

1. Arrive with charged laptop device, with charger, and Exemplify software installed
2. Download the exam prior to the exam time and in accordance with the course instructor's directions.
  - a. Report technical issues with their device or with Exemplify immediately to the instructor/ proctor.
  - b. Follow exam day policies as noted below, to include complete upload of completed exam.
  - c. In the event of an unforeseen disruption or incident during the exam, students will be instructed by the instructor/proctor to power off their devices until further directions are given to restart the device.
3. Place all coats, hats, backpacks, and smartwatches outside the immediate testing area and do not access these items during testing.

4. Use the restroom before or after any exam; restroom use during examinations is discouraged.
5. Turn in all notes taken on scrap paper during the exam; the failure to do so is considered cheating.
6. Refrain from discussing exam questions with other DPT students.

## Review of Student Assessments

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

Following each course, course assessments are archived by the JWU DPT Program. Students may view their previous assessments in the Faculty Office area supervised by a course instructor, or a staff person designated by the instructor. Students are highly encouraged to review their exams to assess learning gaps during the assigned review time. Students who are repeating courses may not review previous assessments for any course they are currently repeating.

## Written Examination Accommodations

Written exam accommodations are available only to students who have established documented accommodations through JWU Accessibility Services. It is the student's responsibility to connect with their Accessibility Services advisor early in the Program—or promptly upon identification of a learning concern—to ensure accommodations are in place prior to written examinations. Students are responsible for notifying the Testing Center of upcoming course exam dates within the timelines established by Accessibility Services. Once a student submits a request—which is the student's responsibility to initiate and complete—the course instructor will receive the necessary information from the Testing Center and will provide access to the exam accordingly. Students whose written exam accommodations include environmental modifications are required by the Program to complete those examinations at the Testing Center.

## Confidentiality of Student Records

### University Records

Students should consult the University's [Student Handbook](#) for university policies and procedures pertaining to their university records.

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

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

In some cases, sites may require that a student's drug screening results and/or criminal background information be released prior to accepting the student for placement, see [Background Checks](#).

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

# RECORDING AND SOCIAL MEDIA POLICIES

## Classroom Recording Policy

Students must get permission from the course instructor to use any audio and video recording devices to record lectures, discussions, etc. Live video streaming and/or broadcast of any classroom or laboratory activity by a student is prohibited.

## Public Dissemination of Audiovisual Recordings

Students must acknowledge the intellectual property rights of the presenting instructor/faculty member and should use these recordings strictly to support or replace class notes. Dissemination of audiovisual/multimedia recordings outside the course by students and/or faculty is not permitted. Recordings including transcripts of courses may not be posted on any form of social media (i.e., YouTube, Facebook, Twitter, etc.) or cloud-based storage that is accessible by individuals not enrolled or engaged in the course that semester. Violating this agreement would be considered a breach of the JWU DPT Code of Conduct and would result in referral to the PPC for disciplinary action up to and including dismissal from the Program.

## Social Media and Online Presence Policy

Publicly or privately posted content involving the Program, faculty, staff, patients, clinical sites, or fellow students may be reviewed if brought to the Program's attention. Posts that violate professionalism expectations may be referred to the PPC. Violations involving HIPAA or FERPA may result in disciplinary action, including dismissal from the Program, as well as potential legal or financial consequences.

## Considerations for JWU DPT Students Regarding an Online Presence

1. The JWU DPT students should be cognizant of standards of patient privacy and confidentiality that must be maintained in all environments, including online, and are strictly prohibited from posting patient information online.
2. If DPT student interact with patients on the internet, DPT students must maintain appropriate boundaries of the patient-provider relationship in accordance with professional ethical guidelines (as described by the American Physical Therapy Association, HIPAA or FERPA) just as required in any other context.
3. When DPT students see content posted by colleagues that appears unprofessional, students have a responsibility to bring that content to the attention of the individual, so the individual can remove it and/or take other appropriate actions. If the behavior significantly violates professional norms and the individual does not take appropriate action to resolve the situation, the DPT student should report the matter to the Program Director and/or the appropriate authorities.
4. DPT students must recognize that actions online and content posted may negatively affect their reputations among patients and colleagues, may have consequences for their medical careers, and can undermine public trust in the physical therapy profession.
5. Students may not share JWU DPT course materials (including presentations, exams, quizzes, or assignments) outside the course environment, including on social media or file-sharing platforms, as these materials may be considered intellectual property of the university or instructor. All laws governing copyright and fair use of intellectual property must be

followed. JWU DPT Program materials, including PowerPoint presentations, tests, assignments, quizzes are considered intellectual property of the university and the professor/lecturer and should not be shared on social media or publicly available websites.

To maintain professional boundaries:

6. Students may not send or accept social media “friend requests” to or from JWU faculty or staff prior to graduation.
7. Students may not send or accept “friend requests” to or from clinical faculty during a clinical experience.
8. Students should not send or accept “friend requests” to or from patients receiving care at clinical sites.

# HEALTH, WELLNESS, AND SUPPORT SERVICES

## Faculty as Health Care Providers

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

## Health Insurance Requirements

All students enrolled in the Program are required to maintain active health insurance coverage throughout their enrollment. This is necessary to ensure access to medical care in the event of illness, injury, or exposure during clinical or experiential learning activities.

Students are automatically enrolled in the university-sponsored student health insurance plan, unless a student submits a waiver with proof of comparable coverage through another provider. Failure to maintain valid health insurance may result in a hold on registration or removal from clinical placements.

Students are responsible for all costs associated with their healthcare, including co-pays, deductibles, and services not covered by insurance.

## Student Health and Mental Health Services

### Providence

The University maintains a [Health Services](#) office where health care is provided to students at the Harborside Academic Center.

In addition, the university offers voluntary, confidential counseling services to assist students with their mental and emotional well-being. Services provided include brief, short-term individual counseling, crisis intervention, consultation, and referrals to off campus services as needed. Students can make an appointment by calling the office at 401-598-1016 or at the office located on the Downcity campus, in Wales Hall on the 2nd floor. If a student is experiencing a mental health related emergency after business hours, the student can reach the on-call counselor by calling 1-888-222-4805 or by contacting Campus Safety & Security at 401-598-1103. Further information can be found on the Counseling Services webpage.

|                                                                                           |                                                                          |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| Health Services<br>Harborside Academic Center<br>265 Harborside Boulevard<br>401-598-1151 | Downcity Counseling<br>Wales Hall<br>8 Abbott Park Place<br>401-598-1016 |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|

## Disability Accommodations

Johnson & Wales University is committed to providing reasonable accommodations to qualified students with disabilities in accordance with applicable laws. Students who require accommodations must contact Accessibility Services/Academic Success Center to initiate the process.



Accommodations are determined on a case-by-case basis and must not fundamentally alter the nature of the Program or compromise essential academic or technical standards. Students are encouraged to request accommodations as early as possible to ensure timely implementation.

Please note that clinical sites may have limitations on the accommodations they can provide. The university will work with students and sites to identify appropriate placements whenever reasonably possible.

Please see the JWU [Disability Accommodations for Students Policy and Procedure](#) for more information.

## Responsibility of DPT Students

All accommodation requests are reviewed individually and applied within the limits of the curriculum and documented disability. Students will be notified if a requested accommodation cannot be honored because it would constitute a fundamental alteration to course objectives or program requirements. Some accommodations may require adjusted examination scheduling.

The JWU DPT Program does not grant extended time accommodations during the hands-on portions of practical examinations, comprehensive practicums, or qualifying examinations. Time management is a core clinical competency, and extended time during these assessments would alter the fundamental nature of the skills being evaluated. Clinical sites do not provide extended time for patient care or documentation, and granting such accommodations during training would place students at a disadvantage upon entering full-time clinical experiences and professional practice.

Students must meet the JWU DPT Program's Essential Functions, with or without reasonable accommodations. Those seeking accommodations must contact Johnson & Wales University [Accessibility Services](#).

## Stress Management and Wellness Resources

The Program is an intensive and rigorous Program of academic and experiential learning. Program requirements can be highly demanding and stressful, alone or in combination with other events in students' personal lives. We strongly encourage students to utilize the resources available to them on campus, including the Student Health Center, the Student Counseling Center, the Academic Success Center, and the fitness centers.

Please do not hesitate to reach out to your faculty advisor or Program director with any issues that are interfering with your success in the Program.

## Academic Resources

Students should also seek services from the Academic Success Center to enhance their preparation for the rigors associated with doctoral education. The Center provides writing support which focuses on improving student writing skills. The Center also provides success coaching to help students focus on and achieve their goals. Individual tutoring services are available through the Center as well as workshops for students to enhance their skills while collaborating with others.

## Academic Advising

Effective advising is essential to student success and progression, ensuring students have access to appropriate support, resources, and guidance throughout their academic careers.

Every JWU DPT Program student will be assigned a core faculty member within the Program as

their academic advisor. Academic advising is a critical component of the DPT Program, ensuring students receive the necessary support to navigate academic challenges, plan their coursework, and achieve their professional goals.

### Advisor Assignment

Upon entering the DPT Program, each student will be assigned a faculty advisor. Students will be notified of their advisor assignment. Once the assignment is communicated, students are responsible for initiating contact with their assigned advisor.

### Role and Responsibilities of the Advisor

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

### Role and Responsibilities of the Student

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

## Advising Meeting Schedule

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

## Emergency Procedures and Campus Safety

JWU strives to maintain a safe and secure environment for all students, faculty, and staff. The university uses a multi-channel emergency notification system and/or jwuLink to communicate urgent information, including:

- Campus closures or delays due to inclement weather
- Emergency situations or threats
- Safety instructions or evacuation procedures

Students are automatically enrolled in the emergency alert system using their university contact information. It is the student's responsibility to ensure their contact details are accurate and up to date. Updates can be made through the university portal.

In the event of an emergency, students should follow all instructions provided by university officials or emergency personnel. For immediate assistance, contact Campus Safety & Security:

- Providence Campus: 401-598-1103

Johnson & Wales University publishes an Annual Security Report and an Annual Fire Safety Report that contains information about campus security and statistics concerning reported crimes that occurred on campus, on public property close to campus, or on other property used or controlled by the university.

## Medical Emergencies

In the event of a medical emergency in the JWU DPT Program, students should notify faculty and/or staff and should call 911, with a follow-up call to Campus Safety & Security at 401-598-1103. Students should complete an [Incident Form](#) to be kept on file with the Program.

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

Participation in laboratory and clinical experiences carries a risk of exposure to infectious and environmental hazards, including blood and body fluids. Prevention is the most important protective measure. Students must follow OSHA and CDC Standard Precautions at all times, including proper PPE use and safe handling of sharps. Training is provided during the first semester; relevant guidelines are available in ulearn and at the links below:

- [OSHA: Bloodborne Pathogens and Needlestick Prevention](#)
- [CDC: Infection Control Basics](#)

- [CDC: Standard Precautions for All Patient Care](#)

**If exposure occurs,** immediately remove contaminated clothing and flush the affected area thoroughly with soap and water. If mucous membranes are involved, flush with clean water, avoiding contamination of other mucosal tissue.

**On campus (M–F, 8:30am–4:30pm):** Notify a faculty member and proceed to Health Services. After hours, contact Campus Safety & Security at 401-598-1103 (24/7).

**Off campus or during clinical experiences:** Notify your supervising PT immediately and follow the site’s exposure protocol. Seek care at the clinical facility or a local emergency room and notify the Director of Clinical Education as soon as possible without delaying treatment.

**Program notification:** Students must notify the Program within 24 hours of any exposure and obtain written medical clearance (see JWU DPT Medical Clearance Form) specifying return-to-class/clinical status. Exposure-related absences may delay Program progression. Students are financially responsible for any costs not covered by their health insurance.

# INSTITUTIONAL POLICIES

## Universitywide Policies

Please be sure to consult the [Student Handbook](#) applicable to all students for policies applicable universitywide.

## Employment While Enrolled

Due to the rigorous and time-intensive nature of this academic Program, students are strongly discouraged from maintaining full-time employment while enrolled. Students who choose to work are responsible for ensuring that their employment does not interfere with academic or clinical responsibilities.

Program schedules, including classes, labs, and integrated and full-time clinical education experiences, will not be adjusted to accommodate work obligations. Students are expected to prioritize their academic commitments and maintain satisfactory academic and professional standing.

## Waiver of Liability and Assumption of Risk

To the maximum extent permitted by law, in full recognition of the identified in this Handbook and the inherent risks associated with participation in academic programs that include clinical, laboratory, fieldwork, or experiential components and in consideration for being permitted to participate in the Program, the student releases, waives, and forever discharges the “University Parties” (defined to include the university and its past, present and future accountants, administrators, advisors, affiliates, agents, assigns, attorneys, consultants (including subconsultants), contractors (including subcontractors), corporations, directors, employees, faculty insurers and third-party administrators, invitees, joint venturers, law firms legal representatives, managers, members, officers, parents, partners, predecessors, principals, representatives, subsidiaries, successors or successors-in-interest, trustees or the Board of Trustees, and all other persons acting on University’s behalf) from and against any and all liability for any claims (defined to include any and all actions, arbitrations, causes of actions at law, in equity, or otherwise, charges, claims (including but not limited to claims for contribution or indemnity), counterclaims, cross-claims, damages (whether from personal, property, or other alleged harms or injuries), defenses, demands, emotional injuries, injunctions, lawsuits, liabilities, losses, losses of consortium or companionship or service, obligations, personal and physical injuries up to and including death, property damages, rights, subrogations, or suits) of any nature related to the student’s direct or indirect participation in the Program (including clinical training, patient care or contact), the student’s past, present, or future drug use, and the student’s current or future criminal history and the student’s inability, as a result of such use or history, to, among other things:

- Meet the eligibility requirements for a clinical site or find a desirable or proximate clinical site;
- Meet one or more state licensure requirements; and/or
- Obtain employment.

To the maximum extent permitted by law the student assumes all risk related to their direct or indirect participation in the Program, drug use, and criminal history. The student further covenants not to sue any of the University Parties with respect to any of the foregoing.

By enrolling in the Program, students acknowledge and assume all such risks and agree not to bring any claims against the University Parties related to these risks. Students further agree to comply with all safety protocols, institutional policies, and site-specific requirements.

This waiver is acknowledged through the student's acceptance of the Handbook and/or completion of any required Program-specific acknowledgment forms.

## LICENSURE REQUIREMENTS

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

Effective October 29, 2024, Johnson & Wales University's Doctor of Physical Therapy Program has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org)). If needing to contact the program/institution directly, please call (401) 598-1375 or email [JWUDPT@jwu.edu](mailto:JWUDPT@jwu.edu).

Candidate for Accreditation is an accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program may matriculate students in technical/professional courses. Achievement of Candidate for Accreditation status does not assure that the program will be granted Initial Accreditation.

### Program Graduates' Ability to Obtain State Licensure

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

### State Specific Licensure Requirements

All states and United States Jurisdictions require students to graduate from a CAPTE accredited Program AND pass the National Physical Therapy Examination (NPTE). Some states have additional requirements. Students and graduates are strongly encouraged to directly contact the licensing board in the state(s) in which they intend to become licensed to determine if there are any additional requirements to obtain licensure. For further information, please see The Federation of State Boards of Physical Therapy (FSBPT)'s [Licensing Authorities Contact Information](#) page, along with the Catalog's [Licensure & Professional Certification Disclosures](#).

## DISCRIMINATION AND HARASSMENT

JWU does not illegally discriminate on the basis of any protected class, including age, ancestry, color, disability, familial status, gender or gender identity, genetic information, military service, national origin, pregnancy and related conditions, race, religion, sex, veteran status, and any other protected class, and prohibits all illegal discrimination, including illegal sex discrimination, in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972 and other law, including in admission and employment. The university prohibits sexual harassment and sexual misconduct, which are a form of sex discrimination.

To review the university's full Prohibited Discrimination and Harassment (including Sexual Harassment) Policy, including contact information for the nondiscrimination officer and how to file a complaint, please see the JWU [Prohibited Discrimination and Harassment \(including Sexual Harassment\) Policy](#).

Romantic or sexual relationships between DPT students and members of the university community to include but not limited to DPT faculty, staff, clinical instructors, and/or other employees working at clinical sites with whom the students are interacting off campus as part of their academic or clinical education responsibilities, may have potential for adverse consequences and therefore, are not permitted while the student is enrolled in the Program. Even when both parties have consented to the relationship, there may be serious concerns about conflict of interest.



## COMPLAINTS AND GRIEVANCES

Please see the [Complaints and Grievances Policy](#) in the JWU Student Handbook.

### Non-Academic Student Complaints

Student concerns and/or suggestions are recognized as an opportunity for Program improvement and should be expressed with this end in mind. Students are encouraged first to bring concerns to the party involved (e.g. faculty member, lab instructor, clinical instructor, classmate, etc.). Alternatively, students may also seek guidance from their advisor prior to discussing their concerns with the parties involved. If concerns cannot be addressed in this manner, students are encouraged to speak with the Director of Clinical Education (for issues pertaining to clinical education) or the Associate Program Director. Should the concern involve one of these two individuals, the student should bring their concern to the Program Director.

### Student Complaints

If a student concern is unresolved the student may file a formal written complaint. All formal complaints must be received in writing and must be dated and signed by the complainant, using the Johnson & Wales University [Doctor of Physical Therapy Program Complaint Form](#). Students should submit their JWU DPT Complaint Form to the JWU DPT Program Director, or in the case where the Program Director is involved, the Dean of the College of Health & Wellness.

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

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

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

**Complaints Which Fall Outside the Realm of Due Process must be submitted in writing using the [JWU DPT Complaint Form](#) found online on the Program’s Website and on the Program’s ulearn site.**

**Complaints should be addressed to:**

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

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

When possible, the Program Director will address the complaint directly with the involved parties within 14 business days, meeting with each party separately and, if appropriate, jointly, with the goal of reaching resolution at the Program level. A written acknowledgment of the resolution will be filed and a copy sent to the complainant.

If the complainant is dissatisfied with the outcome, or if the complaint is directed against the Program Director, the involved party may submit a written complaint or appeal to the Dean of the College of Health & Wellness. The Dean's written resolution will be filed with the original complaint in the Program Director's office and retained for five years.

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

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

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

## Formal Complaints to Accreditor Regarding the Program

Students, faculty, or others who believe the Program is out of compliance with CAPTE accreditation Standards and Required Elements or has violated CAPTE's academic integrity expectations may file a formal complaint with CAPTE. Before filing with CAPTE, complainants are generally required to exhaust all available institutional grievance processes. Complaints must be submitted in writing using CAPTE's prescribed format, signed by the complainant, and linked to specific Standards or integrity statements. Note that CAPTE does not act as an arbiter or court of appeal in matters such as admission, retention, or dismissal — it can only require a program to come into compliance with its standards. For full details on eligibility, submission requirements, and the review process, visit [Complaints](#) or contact the APTA Accreditation Department at 703-706-3245 or [accreditationsupport@apta.org](mailto:accreditationsupport@apta.org).

## APPENDIX: JWU DPT FORMS

The forms linked below are used in the JWU DPT Program. Students should review and submit during the Program orientation, unless otherwise noted.

[JWU DPT Academic Honesty Pledge](#)

[JWU DPT Academic Probation Plan](#) - submit only if placed on academic probation

[JWU DPT Essential Functions Attestation](#)

[JWU DPT Authorization for Program to use my Likenesses, Photographs, Videos, Audio Recordings, or Personal Information](#)

[JWU DPT Incident Form](#) - submit only in the event of physical harm to a guest, student, staff member or faculty member

[JWU DPT Participation of Students as Human Subjects Policy Acknowledgement](#)

[JWU DPT Program Complaint Form](#) - submit only if filing a complaint about the JWU DPT Program or Program Director

[JWU DPT Release of Medical, Drug Screening, Criminal Background, and Other Personal Information](#)

[JWU DPT Student Receipt of Program Handbook and Understanding of Policies and Procedures](#)