



PHYSICAL THERAPIST ASSISTANT PROGRAM

**STUDENT HANDBOOK
2023-2024**

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Weatherford College Student Handbook

The PTA Student Handbook is intended to provide procedures and policies specifically related to the Physical Therapist Assistant Program. If not specifically addressed in the PTA handbook, the PTA program follows the guidelines outlined in the Weatherford College Student Handbook. This document is located on the main webpage under “Current Students” or via the following link: <https://live-weatherford-handbook.pantheonsite.io/>.

PHYSICAL THERAPIST ASSISTANT PROGRAM

MISSION STATEMENT

The mission of the Weatherford College Physical Therapist Assistant Program is to provide students with an educational experience that prepares them to become responsible, effective, productive members of the health care community and society at large.

PHILOSOPHY

The Physical Therapist Assistant Program is committed to the highest standards of ethics and professionalism. We exist to provide the finest education possible to students but as part of our commitment to our profession, we also maintain the patient as our primary focus. To this end, we are committed to prepare the students to become as proficient in respecting and preserving each patient's personal dignity as in providing the technical skills of physical therapy.

GOALS

In accordance with its mission and philosophy, the Physical Therapist Assistant Program strives to achieve the following goals:

- to provide a curriculum that includes effective theoretical, didactic, laboratory and clinical instruction;
- to ensure that program content is consistent with prevailing standards in the profession of physical therapy;
- to graduate physical therapist assistants who competently, safely, effectively, and efficiently function within the scope of practice as defined by the profession and licensure requirements;
- to graduate physical therapist assistants who are sensitive and responsive to the unique needs of each individual patient.

EDUCATIONAL OUTCOMES

Graduates of the Weatherford College Physical Therapist Assistant Program will demonstrate

1. Professional behaviors consistent with accepted standards within the physical therapy community:
 - a. Legal, ethical, and safe practice under the direction/supervision of a licensed physical therapist
 - b. Effective, respectful interaction, and communication
 - c. Critical thinking and problem solving based on best current knowledge
2. Data collection skills necessary for implementation of the plan of care:
 - a. History and chart review
 - b. Patient/client observation
 - c. Performance of standard tests and measures
3. Intervention skills appropriate to the plan of care established by the physical therapist:
 - a. Application of physical agents and therapeutic massage
 - b. Manual and mechanical exercise techniques
 - c. Functional training
 - d. Wound management
 - e. Patient/client instruction
 - f. Progression and modification within the plan of care

ACCREDITATION

The Physical Therapist Assistant Program at Weatherford College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org ; website: <http://www.capteonline.org>.

The **Commission on Accreditation in Physical Therapy Education** (CAPTE) is an accrediting agency that is nationally recognized by the US Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). CAPTE grants specialized accreditation status to qualified entry-level education programs for physical therapists and physical therapist assistants. CAPTE does not accredit institutions and is not a Title IV gatekeeper.

For complaints regarding the Weatherford College PTA Program please see the complaint policy at www.wc.edu/pta.

Accreditation by CAPTE is a statement that a physical therapist or physical therapist assistant education program meets the standards for quality set by the profession. CAPTE accredits physical therapy programs that educate students for entry into the profession:

- Professional physical therapist programs at the clinical doctorate levels
- Technical physical therapist assistant programs at the associate's degree level.

COURSE OF STUDY / CURRICULUM

Physical Therapist Assistant – Associate in Applied Science Degree

			Semester Hours
Prerequisite Course Summer Sessions			
BIOL	2401	Human Anatomy and Physiology I	4
BIOL	2402	Human Anatomy and Physiology II	4
			Total 8
FIRST YEAR – in program - First Semester Fall			
PTHA	1301	The Profession of Physical Therapy	3
PTHA	1405	Basic Patient Care Skills	4
PTHA	1413	Functional Anatomy	4
PTHA	2301	Essentials of Data Collection	3
ENGL	1301	English Composition I	3
			Total 17
Second Semester Spring			
PTHA	1531	Physical Agents	5
PTHA	1321	Pathophysiology for the PTA	3
PTHA	2509	Therapeutic Exercise	5
PTHA	1225	Communication in Health Care	2
			Total 15
Third Semester Summer 1 (6 weeks)			
PTHA	1266	Practicum I--(6 wks) Ortho or Acute	2
Forth Semester Summer 2 (6 weeks)			
PTHA	2266	Practicum II (6 wks) Ortho or Acute	2
			Total 4
SECOND YEAR			
First Semester Fall			
PTHA	2205	Neurology	2
PTHA	2531	Mgmt of Neurological Disorders	5
PTHA	2535	Rehabilitation Techniques	5
PSYC	2314	Lifespan Growth and Development	3
			Total 15
Second Semester Spring			
PTHA	2239	Professional Issues PT	2
PTHA	2267	Practicum III--PTA (6 wks) Neuro	2
HUMA	X3XX	Humanities/Visual and Performing Arts	3
			Total 7
			Grand total 66

Course Descriptions

PTHA 1301 - The Profession of Physical Therapy

Course Description: Introduction to the profession of physical therapy and the role of the physical therapist assistant.

Learning Outcome: Describe the history, purpose, and scope of physical therapy; identify the roles and responsibilities of the physical therapist assistant.

PTHA 1405 - Basic Patient Care Skills

Course Description: The application of basic patient handling, functional skills, communication, and selected data collection techniques.

Learning Outcomes: Describe principles and techniques of patient handling and functional skills; demonstrate basic patient handling and functional skills; demonstrate selected data collection techniques; demonstrate communication skills.

PTHA 1413 - Functional Anatomy

Course Description: The relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement.

Learning Outcome: Locate the musculoskeletal and neurological structures of the human body; differentiate between normal and abnormal movement.

PTHA 2301 – Essentials of data collection

Course Description: Data collection techniques used to assist in patient/client management.

Learning Outcomes: Perform data collection techniques; identify changes in data collected. Report results.

PTHA 1321 - Clinical Pathophysiology

Course Description: Study of the pathophysiology of diseases/conditions encountered in physical therapy

Learning Outcome: Describe the etiology, pathogenesis, signs/symptoms, and treatments of selected diseases/conditions; identify the impact of the pathologies in physical therapy.

PTHA 1531 - Physical Agents

Course Description: Biophysical principles, physiological effects, efficacy, and application of physical agents.

Learning Outcome: Describe the biophysical principles and efficacy of physical agents; relate indications, contraindications and precautions to interventions; apply physical agents; demonstrate communication skills.

PTHA 1225 Communication in Health Care

Course Description: Communication theories and principles for optimal delivery of health care.

Learning Outcome: Describe the theories and principles of effective communication: apply effective communication skills.

PTHA 2509 - Therapeutic Exercise

Course Description: Concepts, principles, and application of techniques related to therapeutic exercise and functional training.

Learning Outcomes: Describe the principles of therapeutic exercise; formulate a rationale for the implementation of therapeutic exercise; demonstrate techniques therapeutic exercise and functional training; execute patient education; and demonstrate communication skills.

PTHA 1266 - Practicum I

Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Learning Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials,

tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

PTHA 2266 – Practicum II

Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Learning Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

PTHA 2205 – Neurology

Course Description: Study of neuroanatomy and neurophysiology as it relates to neurological conditions..

Learning Outcomes: Identify the functions of the neuroanatomical structures; correlate lesions with clinical signs and symptoms; describe the pathogenesis and prognosis of neurological disorders treated in physical therapy.

PTHA 2531 - Management of Neurological Disorders

Course Description: Comprehensive rehabilitation techniques of selected neurological disorders.

Learning Outcomes: Describe management of patients with neurological disorders; demonstrate rehabilitation techniques for neurological disorders; demonstrate communication skills

PTHA 2535 - Rehabilitation Techniques

Course Description: Comprehensive rehabilitation of selected diseases and disorders.

Learning Outcomes: Describe the physical therapy management of patients with selected diseases and disorders; demonstrate rehabilitation techniques for diseases and disorders; and demonstrate communication skills.

PTHA 2267 – Practicum III

Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Learning Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

PTHA 2239 - Professional Issues (Capstone Course)

Course Description: Discussion of professional issues and behaviors related to clinical practice; preparation for transition into the workforce.

Learning Outcomes: Prepare for licensure, employment, and professional development; identify legal, ethical, and professional behaviors.

PTA Program Costs

Estimated Program Costs 2023-2024			
FIRST YEAR-First Semester (14 Hours)			
Fall Semester	In-District	Out-of-District	Out-of-State
Tuition - PTA Courses	1638.00	2838.00	4004.00
Tuition Differential	840.00	840.00	840.00
Enrichment Fee	350.00	350.00	350.00
Technology Fee	140.00	140.00	140.00
Course Lab Fee	72.00	72.00	72.00
Course Fee (APTA Dues)	90.00	90.00	90.00
Parking Fee	30.00	30.00	30.00
Health Science Fee (Liability Insurance)	13.00	13.00	13.00
PTA Textbooks (estimate)	738.10	738.10	738.10
Uniforms	100.00	100.00	100.00
TOTAL	4,011.10	5,211.10	6,377.10
Second Semester (15 Hours)			
Spring Semester	In-District	Out-of-District	Out-of-State
Tuition - PTA Courses	1,755.00	3,030.00	4,290.00
Tuition Differential	900.00	900.00	900.00
Enrichment Fee	375.00	375.00	375.00
Technology Fee	150.00	150.00	150.00
Course Lab Fee	72.00	72.00	72.00
Parking Fee	30.00	30.00	30.00
PTA Textbooks	637.70	637.70	637.70
TOTAL	3,919.70	5,194.70	6,454.70
Third Semester (2 Hours) Note: Summer semester credit hours do not meet the eligibility requirement for financial aid			
Summer I	In-District	Out-of-District	Out-of-State
Tuition	\$234.00	\$404.00	\$572.00
Tuition Differential	\$120.00	\$120.00	\$120.00
Enrichment Fee	\$50.00	\$50.00	\$50.00
Technology Fee	\$20.00	\$20.00	\$20.00
Course Fee PTA MACS	\$55.00	\$55.00	\$55.00
Clinic Uniforms	\$100.00	\$100.00	\$100.00
Parking Fee	\$30.00	\$30.00	\$30.00
TOTAL	609.00	779.00	947.00

Forth Semester (2 Hours) Note: Summer semester credit hours do not meet the eligibility requirement for financial aid

Summer II	In-District	Out-of-District	Out-of-State
Tuition	\$234.00	\$404.00	\$572.00
Tuition Differential	\$120.00	\$120.00	\$120.00
Enrichment Fee	\$50.00	\$50.00	\$50.00
Technology Fee	\$20.00	\$20.00	\$20.00
Parking Fee	\$30.00	\$30.00	\$30.00
TOTAL	454.00	624.00	792.00

SECOND YEAR-First Semester (12 Hours)

Fall Semester	In-District	Out-of-District	Out-of-State
Tuition - PTA Courses	\$1,404.00	\$2,424.00	\$3,432.00
Tuition Differential	\$720.00	\$720.00	\$720.00
Enrichment Fee	\$300.00	\$300.00	\$300.00
Technology Fee	\$120.00	\$120.00	\$120.00
Course Lab Fee	\$48.00	\$48.00	\$48.00
Course Fee (APTA Dues)	\$90.00	\$90.00	\$90.00
Parking Fee	\$30.00	\$30.00	\$30.00
Liability Insurance	\$13.00	\$13.00	\$13.00
PTA Textbooks	\$191.60	\$191.60	\$191.60
TOTAL	2,916.60	3,936.60	4,944.60

Second Semester (4 Hours) Note: This semester credit hours does not meet the eligibility requirements for Financial Aid (Even if you take an additional course – Financial aid will not pay for it)

Spring Semester	In-District	Out-of-District	Out-of-State
Tuition - PTA Courses	\$468.00	\$808.00	\$1,144.00
Tuition Differential	\$240.00	\$240.00	\$240.00
Enrichment Fee	\$100.00	\$100.00	\$100.00
Technology Fee	\$40.00	\$40.00	\$40.00
Course Lab Fee	\$24.00	\$24.00	\$24.00
Course Fee (Testing Fee)	\$50.00	\$50.00	\$50.00
Parking Fee	\$30.00	\$30.00	\$30.00
ScoreBuilders Course	\$75.00	\$75.00	\$75.00
PTA Textbooks	\$120.00	\$120.00	\$120.00
TOTAL	1,147.00	1,487.00	1,823.00
GRAND TOTAL for PTA Classes	\$13,057.40	\$17,232.40	\$21,338.40

General Education Courses with course fees included in tuition

General Education Courses only with fees	In-District	Out-of-District	Out-of-State
Tuition (17)	\$1,989.00	\$3,434.00	\$4,862.00
Enrichment Fee	\$425.00	\$425.00	\$425.00
Technology Fee	\$170.00	\$170.00	\$170.00

Textbooks	\$925.55	\$925.55	\$925.55
Parking	\$30.00	\$30.00	\$30.00
TOTAL	3,539.55	4,984.55	6,412.55
Additional Expenses--Prior to Starting Program			
Certified Background		\$40.00	
Urine Drug Screen		\$44.00	
Document Management - Approve		\$25.00/year	
CPR Certification		\$50.00	
Required Immunizations including Hepatitis B		Varies	
Medical Clearance		Varies	
Additional Expenses--After Starting Program			
Class Pin		\$10.00	
Updated Background		\$20.00	
Repeat Urine Drug Screen (possibility for each clinical)		\$44.00	
Travel for Clinic		Varies	
Misc School Supplies		Varies	
Licensure application and Exam Fees		\$785.00	
Updated 6/2023			

NONDISCRIMINATION POLICY

Weatherford College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, or disability.

SPECIAL ACCOMMODATIONS

Students or prospective students with disabilities can contact the Office of Disabilities and Accommodations. The Office of D/A exists to assist students with documented disabilities as they pursue their goal of a college education. The office serves as a liaison between students and the college in matters of communication and action toward achievement of reasonable accommodations. Each student is encouraged to act as his or her own advocate, and take the major responsibility for securing accommodations. The Office of D/A provides students with the voluntary and confidential means to seek accommodations for academic and related needs. Early and regular contact will assure the timely identification of needed services and the location of resources and options available to the student.

Eligibility for disability services at Weatherford College is dependent upon the nature of the disability and its impact on learning. A disability is defined as any mental or physical condition that substantially limits an individual's ability to perform one or more major life activities. These disabilities may be: physical, visual or auditory, neurological or psychological in nature, and also include chronic health problems and learning and communication disorders.

The Office of D/A is located in ACAD 121. Due to the high volume of students who receive services through this office it is highly recommended that students make appointments with the counselor in the Office of Disabilities and Accommodations located in Students Services or call 817-598-6350

Physical Therapist Assistant students with a disability who request reasonable accommodations must meet with the Program Director no later than the first week of classes. Reasonable accommodations will be provided as authorized by the Office of D/A as long as course requirements are not compromised.

Physical Therapist Assistant faculty provides no accommodations without authorization. Students are responsible for obtaining appropriate documentation. It is the student's responsibility to be a self-advocate when requesting accommodations.

PRIVACY OF STUDENT RECORDS

Weatherford College complies with the Family Educational Rights and Privacy Act of 1974. The Weatherford College policy, as adopted by the Board of Trustees, dated 3-26-13, and located in the Weatherford College Board Policy Manual follows. The Board Policy Manual can be accessed from the Weatherford College website at <https://pol.tasb.org/Home/Index/981>. You can also access this manual from the main website: <http://www.wc.edu/>. Go to the main website then click on "About" and then click on Administration and Departments >> Board of Trustees >>Board Policy Manual.

Records required for clinical placements will be shared with the clinic sites the students have been assigned to. These records include TB test, vaccination records, CPR documentation, hospital/clinic training such as HIPAA training, etc... Criminal background and drug testing information is also shared with clinic facilities where students are assigned.

STUDENT GRIEVANCES AND COMPLAINTS

Weatherford College has policies and procedures regarding student grievances and complaints. These can be found in the Weatherford College Student Handbook. The Weatherford College Student Handbook can be accessed through the Current Students Tab on the main WC webpage. Then scroll to the section Conduct and Grievances. You can access several policies on that page. Additionally, The Physical Therapist Assistant program follows the Technical Program Grievances.

PROFESSIONAL LIABILITY INSURANCE

Faculty and students are currently covered by a professional liability insurance policy. This coverage is for the clinical portion of the curriculum only. The cost to the student is approximately \$16 each year, which is paid as part of tuition and fees each fall semester.

CAMPUS SAFETY AND SECURITY

The primary goal of the Weatherford College Police Department (WCPD) is to serve and protect a social and academic environment that sustains and encourages moral and intellectual growth while preserving the legal right of individuals.

WCPD will facilitate this goal by being as proactive as possible, anticipating and preventing unsafe conditions, protecting facilities and property, and protecting individuals from the imprudent or illegal acts of others.

WCPD recognizes that in order to meet this goal, it must be dedicated to the development of a constructive partnership with all segments of the Weatherford College Community. The department can continue to keep the Weatherford College Community a safe and secure environment for learning, living, and working together with a spirit of cooperation and understanding, and when necessary, the imposition of administrative or legal sanctions.

WCPD maintains a webpage that contains important and valuable information. Students are encouraged to explore it at <https://www.wc.edu/about/administration-departments/campus-police/index.php>

In order to ensure safety in the event of an emergency, a copy of emergency procedures excerpted from the Weatherford College Crisis Management Plan is posted on the bulletin board in the laboratory.

Students are advised that it is their responsibility to read and become familiar with these procedures so that they will be prepared to respond appropriately to an emergency situation should a faculty member or other Weatherford College staff member not be available. Students are to read them and, when finished, initial the class roll that will be posted next to them. This is to be completed within the first two weeks of class each fall semester.

Please note:

FIRE EXTINGUISHERS ARE LOCATED NEXT TO WATER FOUNTAINS ADJACENT TO FOYER OF BUILDING FOR

EMERGENCY SERVICES: DIAL 7-9-1-1

FOR ON-DUTY OFFICER: 817-771-3535

DRUG/ALCOHOL POLICY

The Weatherford College Alcohol and Drug Use Policy as adopted by the Board of Trustees is located in the Weatherford College Board Policy Manual follows and can be found in the Weatherford College Student Handbook. The Board Policy Manual can be accessed from the Weatherford College website at <https://pol.tasb.org/Home/Index/981>. You can access more information through the Student Handbook. You may also go directly to: Student Handbook <https://live-weatherford-handbook.pantheonsite.io/>.

Any student suspected of violating this policy will be immediately removed from any classroom or clinical area and will be required to undergo drug and/or alcohol screening according to the Weatherford College Health and Human Science Division Alcohol/Substance Testing procedure, found in the General Procedures section later in this Handbook. Any fees incurred are the responsibility of the student. If the student refuses to submit to testing or if such tests are positive, the student is subject to immediate dismissal.

CRIMINAL BACKGROUND CHECK

A criminal background check is required for health science students to participate in clinical education. A criminal background check is completed prior to be admitted to the PTA program. This is done at the students' expense. ***If the background check is positive for certain offenses, the student may not be able to participate in clinical education and, therefore, will not be able to complete the requirements for the PTA Program.*** For more information regarding qualifications and possible denial for licensure in physical therapy you can access the PT Board Rules and Acts: <https://www.ptot.texas.gov/page/act-and-rules>

Clinical sites may require an updated or new background check to be completed just prior to the start of a rotation with their facility. The cost of each background check is the sole responsibility of the student.

Criminal background checks review a person's criminal history. The background check includes the cities and counties of all known residences, not just the DFW area. The following criminal histories are examples of actions that may disqualify an individual from consideration for the clinical rotation, leading to dismissal from the PTA program. This list is for example purposes and is not an exhaustive list. (Each criminal record or individual will be assessed according to Equal Employment Opportunity Commission requirements):

- Felony convictions/deferred adjudications/including a finding or verdict of guilty, an admission of guilt, or a plea of nolo contendere, in this state or in any other state or nation;
- Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse), illegal use or distribution of drugs
- Misdemeanor convictions or deferred adjudications related to moral turpitude (prostitution, public lewdness/exposure, theft under \$1,500, computer crimes of fraud, etc.)
- Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
- Registered sex offenders
- OIG, GSA and Medicaid Sanctions
- Terrorist Suspect List
- Pending charges and warrants for arrest

It is imperative that if while in the program, an incident or situation occurs that could be an issue, it is reported to the Director of Clinical Education and the Director of the PTA program as soon as possible (**within 7 days of**

the incident occurring). A review by the Texas Board will then be required. The Texas Board rules pertaining to licensure with a criminal conviction are located on their website: <https://www.ptot.texas.gov/page/act-and-rules>. This process can take up to 120s from the time the Board received the request for review and possibly longer if more information is required. Students may not be able to participate in clinical education without a letter of eligibility from the Board of PT Examiners. The PTA program has to notify the clinic facility if an incident is pending review by the Board. It is the discretion of the facility to accept a student with a criminal background or a pending charge. It may take a considerable amount of time for the Board to issue a letter and therefore may impair the students' ability to participate in the clinical education portion of the PTA program. The DCE and the PTA Program Director will review the individual case and timeline related to clinic placements. Decisions regarding accommodations for clinic will be made on a case-by-case basis. Therefore, it is very important that they be notified as quickly as possible after an incident arises.

The student will be required to request a review of the case by the Texas State Board of PT Examiners.

To begin the request download the instructions for a review: <https://www.ptot.texas.gov/idl/0AB94E63-A0A2-40B0-6CBA-028AEEAF72C7> or from the PT Board of Examiners home page: <https://www.ptot.texas.gov/page/home>.

Should the situation arise that a letter of eligibility cannot be obtained prior to the attestation date required for the clinic, Director of Clinical Education of the PTA Program and the facility's clinic coordinator will review the case individually and make a determination regarding of the student's eligibility to participate in clinical education. If the student is unable to participate in clinical rotations the student cannot progress in the program and will be administratively withdrawn from the program.

A criminal background check is required for health science students to participate in clinical education. A criminal background check is completed prior to be admitted to the PTA program. This is done at the students' expense. ***If the check is positive for certain offenses, the student may not be able to participate in clinical education and, therefore, will not be able to complete the requirements for the PTA Program and the student's offer of admission may be withdrawn.*** PTA program students or applicants with criminal histories must complete the Criminal History Evaluation Form available on the website and submit it to the Board for review. The Texas Board of Physical Therapy Examiners reviews such cases on an individual basis. There is no need to call the office and speak with an investigator. As mandated by the Legislature, it will cost the individual with the criminal history \$50.00 for this review. More information can be obtained from Chapter 343 of the PT Rules. The rules and the Criminal History Evaluation Form can be accessed on the Executive Council of Physical Therapy and Occupational Therapy Examiners' website: <http://www.ecptote.state.tx.us/>.

Clinical facilities have varying rules and some require additional criminal background checks as a condition of placement. Some facilities provide the check to the student at no cost; if not, the cost of the additional criminal background check will be the responsibility of the student.

PTA students who have a history of substance abuse or a criminal conviction may be disqualified from receiving a license. The Texas Board of Physical Therapy Examiners reviews such cases on an individual basis. PTA program students or applicants with criminal histories must complete the Criminal History Evaluation Form available on the website and submit it to the Board for review. There is no need to call the office and speak with an investigator. As mandated by the Legislature, it will now cost the individual with the criminal history \$50.00 for this review. More information can be obtained from Chapter 343 of the PT Rules. The rules and the Criminal History Evaluation Form can be accessed on the Executive Council of Physical Therapy and Occupational Therapy Examiners' website at <http://www.ecptote.state.tx.us/>.

HEALTH AND SAFETY

Privacy of Student Health Information

The only documentation required at the time of application to the program is completion of the first Hepatitis B vaccination. This is part of the student's application file and is housed in a locked filing cabinet in the Program Director's office area. It is kept confidential according to HIPAA guidelines. All other health records are uploaded to EXXAT APPROVE by the students. Paper copies are not maintained by the department. All student health information is

Student Medical Insurance

All students enrolled in a health occupations program must have health insurance coverage. ***Without proof of medical insurance coverage the student will not be permitted to take part in clinical rotations and may not continue in the program.*** Any policy is satisfactory but the student will be required to verify insurance coverage prior to the start of the program. Weatherford College does provide access to a carrier for student policies. A student health insurance application form is included in the materials and forms packet emailed to incoming students. You may also obtain one from the PTA Program Director or the secretary of health sciences.

Health History and Physical Exam

PTA students are required to receive medical clearance to participate in the program. A Pre-Participation Student Physical Exam and Clearance the student to take to his/her family physician is included in the orientation packet in the materials and forms packet. If it is determined by the student or the exam the student is not able to perform the essential functions of the student physical therapist assistant, the student will not be able to attend clinical rotations and progress through the program, therefore the student will not be accepted into the program. If the condition is temporary, a student may defer admission for one year and be admitted to the program the next year without re-applying if a full medical clearance is obtained.

Drug Screen

Admission to the PTA program is conditional. Once accepted, PTA students are required to satisfactorily complete a urine drug screen performed by CastleBranch. The approximate \$45.00 cost of this screen is the responsibility of the student. Should a student have a verified positive test result for alcohol, any illegal drug, abuse or misuse of prescribed or over-the counter medication, or mind-altering substances, he/she will be given reasonable opportunity to challenge or explain the results. ***Where results are confirmed and no medical justification exists, the student will not be allowed to participate in clinicals. Consequently, the student will not be able to meet required clinical objectives and will, therefore, be denied admission to the program and/or dismissed from the program. If removed from the program due to a drug offense, the student may not re-apply.***

Clinical facilities have varying rules and some require additional drug screens as a condition of placement. Students are advised of the possibility of additional drug screens prior to a clinical rotation. Some facilities provide the screen to the student at no cost; if not, the cost of the additional drug screen will be the responsibility of the student. The cost is approximately \$45.00. The PTA program adheres to the Health and Human Science Divisions Drug and Alcohol policy located in the back of this handbook.

Immunizations and Screenings

According to the Texas Administrative Code and the Dallas-Fort Worth Hospital Council Foundation, students enrolled in health-related courses that involve direct patient contact in medical care facilities, regardless of the number of courses taken, the number of hours taken, or the classification of the student must provide, prior to patient contact, acceptable evidence of immunity or immunizations listed below.

- A. Tetanus/Diphtheria/Pertussis (TDaP) – All students must have received one dose of TDaP within the past ten years.
- B. Rubeola (Measles) – All students must show proof of either:
 - 1. two doses of vaccine given at least 28 days apart, or serologic confirmation of immunity on a screening titer that shows immunity.
- C. Rubella (German measles) – All students must show proof of either:
 - 1. one dose of vaccine, or
 - 2. serologic confirmation of immunity on a screening titer showing immunity.
- D. Mumps – All students must show proof of either:
 - 1. two doses of vaccine given at least 28 days apart, or
 - 2. serologic confirmation of immunity on a screening titer showing immunity.
- E. Varicella (Chickenpox) – All students must show proof of either:
 - 1. two doses of vaccine given at least 28 days apart, or
 - 2. serologic confirmation of immunity on a screening titer showing immunity.
- F. Hepatitis B – All students must show proof of either:
 - 1. a complete series of hepatitis B vaccine (sequencing requirement – 1 dose; 2nd dose 1 month later; 3rd dose no less than 4 months from 1st), or
 - 2. serologic confirmation of immunity on a screening titer showing immunity.
- G. Influenza – Required annually during flu season; all students must show proof of one dose of vaccine, if applicable.
- H. Meningitis – All entering students younger than 22 years of age must show proof of an initial meningococcal vaccination or a booster dose during the 5-year period before enrolling; the vaccine must be received at least 10 days before the semester begins. This is a Weatherford College requirement. For more information, please go to <http://collegevaccinerequirements.com/requirements.php>.
- I. TB Skin Test – All students must show proof of either:
 - 1. a current negative TB skin test, or negative blood test
 - 2. in the case of a previous positive test, a negative chest x-ray report or completed treatment.
 - 3. some clinic sites may require additional testing (two – step). Students attending those sites will have to meet those requirements.

Exclusions for Above Immunizations

Immunization is not required when the student:

- A. Submits one of the following:
 - 1. An affidavit or certificate signed by a physician who is registered and licensed to practice medicine within the United States, stating that in the physician's opinion the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the applicant or any member of applicant's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid only one year from the date signed by the physician.
 - 2. An affidavit signed by the applicant or, if a minor, by his or her parent or legal guardian stating that the applicant declines vaccinations for reasons of conscience, including because of the

person's religious beliefs. The affidavit will be valid for a two-year period. The applicant, who has not received the required immunizations for reasons of conscience, including religious beliefs may be excluded from school in times of emergency or epidemic declared by the commissioner of public health. (If claiming exclusion for reasons of conscience, additional requirements according to Texas Administrative Code, Title 25, Part 1, Chapter 97, Subchapter B must also be met.) This code can be located through the following link:

[https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=25&pt=1&ch=97](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=25&pt=1&ch=97)

B. Can prove that the student is serving on active duty with the armed forces of the United States.

Since facilities that provide clinical rotations, due so voluntarily, they may require students wear specific masks at all times in their facility or may decline clinical placement of students without immunizations for any reason. It is possible clinical placements may be difficult to assure. A delay in clinic placements may cause a delay in graduation, or limit a students' ability to continue in the program.

COVID-19

Student health is important and valued by the PTA Program. Students are asked to acknowledge risk that is inherent in participation in lab, clinical practicum rotations, and other assigned activities, accepting the infection control obligations as well as the associated risks inherent in attending such activities at any time; including the present state of a global pandemic.

In order to facilitate your participation in clinical studies at certain health facilities that cooperate with Weatherford College, it is necessary that Weatherford College affirm valid documentation concerning your completed vaccination for Covid-19. Students will be asked to show this documentation to the DCE and/or PTA Program Director for affirmation. A document will be provided for signature of affirmation.

Weatherford College does not require students to have the COVID vaccine to attend classes. However, it has become increasingly difficult for the Health Science students to participate and complete the clinical portion of their programs of study, based on the COVID vaccine requirements of our clinical partners. Students will show proof they have received the COVID vaccine to be considered for acceptance to all Health Science programs. This extraordinary requirement will be reconsidered when our clinical partners change their policies.

Student Illness or Injury

Student's safety and health is paramount. In the event of injury or illness, participation in class, lab or clinics may be restricted. Therefore, it is the responsibility of the student to seek health care to maintain their health and prevent complications from illness or injury. If activity restrictions are prescribed, the health care provider's documentation must be explicit. Activity restrictions will be handled on a case-by-case basis by the instructor and program director. If activity restrictions prevent the student from participating in lab activities for a short period of time, arrangements can be made for the student to make up the lab at a later date. Depending on the nature and the timing of the illness, if the restrictions prevent successful continuation in a laboratory or clinical course, counseling with the director of clinical education, the program director to determine the appropriate steps will be advised. If a student withdraws or is administratively withdrawn from the program for medical reasons, appropriate health counseling will be advised, and the student may re-apply after the health issue is resolved. It is the responsibility of the student to contact the instructor before the next class or clinical to see if a doctor's release is necessary. Failure to obtain the requested release will prohibit the student from entering the laboratory or the clinical setting until the

doctor's release is obtained.

Student safety and the safety of patients in clinic is paramount, therefore failure to report any condition that would prohibit full participation or risk student or patient safety is considered a safety and ethical violation and is cause for removal from the PTA program.

Pregnancy - See Leave of Absence policy

Emergency Medical Care in Clinical Rotations

Students, while in affiliated clinical sites, have access to the usual or same emergency medical facilities (for a fee that is the responsibility of the student) as the employees of the institutions. Should an incident requiring emergency care occur, the student will notify his/her health insurance carrier. Any and all cost resulting from the incident is the responsibility of the student and the student will not hold Weatherford College or the clinical site liable.

STUDENT HOUSING

Coyote Village is Weatherford College's student housing complex. Apartments are fully furnished and amenities include private bedrooms, common living rooms, full-service kitchens, laundry facilities, and individual lease liability. For more information, please call 817-598-8876 or visit the website at <http://coyotevillage.wc.edu>.

FINANCIAL AID

Weatherford College is dedicated to the idea that no student wishing to pursue a college education should be denied that opportunity. The Financial Aid Office administers four broad program areas: grants, employment, scholarships and loans. For further information, contact the Financial Aid Office located in the Student Services Building room 115, call 817 / 598-6295, or visit the website at <http://www.wc.edu/financialaid>

ADVISING/COUNSELING

Weatherford College offers academic advising and personal counseling services; all are provided within the privacy guidelines of FERPA and HIPAA.

Academic Advising

Weatherford College Advisors help students understand the general education and graduation requirements, select and pursue a course of study, create a plan to graduate, evaluate transfer credit, plan next semester's schedule, and help solve student issues. Staff advisors are located in the lower level of the Student Services Building and at all education centers. More information is available on the website at <http://www.wc.edu/students/student-services/1551-weatherford-college-student-advising>.

Personal Counseling

The Weatherford College Office of Student Development provides short-term counseling and therapy are provided at no cost if you are a student at Weatherford College. Please email counseling@wc.edu to schedule an appointment.

If referral situations are needed, this office collaborates with community agencies to provide additional resources. A few examples of the types of counseling and therapy that are available: depression, anxiety, test anxiety, social anxiety, career, situational issues, and more.

PTA Departmental Counseling

Informally, PTA Program departmental counseling is available to the students during office hours set aside for that purpose, as well as special times made by appointment. Counseling notes may be recorded and placed in the individual's file. Students or faculty members may initiate a conference at any time as needed. Frequency, content and format of evaluation are left to the discretion of the individual instructor.

To assist students early that may be having academic difficulty, any student that makes a grade below passing (75%) on a major written exam or lab practical must seek faculty counseling for remediation. Student performance will be analyzed and discussed. A plan for the student will be developed and tutoring may be mandated. Documentation of the plan will be attached to the exam. If a student makes a grade below passing on 2 exams or lab practical exams, the student, in addition to remediation with the faculty member, must attend mandatory tutoring in the academic support center. The amount of tutoring will be determined by the instructor. The area of tutoring may be on course content or on test taking and study skills whichever is deemed appropriate. Additional tutoring and remediation, if needed, will be offered through the academic support center and in open lab sessions. Students may also be required to re-test to show competency to continue on to clinical rotations. See Failure of an Exam and Academic Dismissal for more information.

DROPS AND WITHDRAWALS

So that all records are left in proper order, students who leave Weatherford College before the end of a semester or before the end of a class for which they are registered must follow the official withdrawal procedure which can be found on the Weatherford College main website <https://www.wc.edu/academics/adddrop-courses>.

Prior to the first day of a semester, students may drop classes in one of three ways:

1. Online through Self-Service
2. In person in the Office of Student Services or at one of the Education Centers
3. By fax request, signed & dated by the student (FAX number 817-598-6205)

The deadline for on-line schedule changes, including drops, is the last business day preceding the first class day of each semester.

Beginning on the first class day of each semester, students wanting to withdraw from one or more classes on or prior to the last day to drop with a "W" for a semester or term must either initiate the withdrawal process in person in the Student Affairs Office or Education Centers, send by U.S. mail a signed request to be dropped, or send a signed fax. Mailed drop requests must be postmarked no later than the last day to receive a grade of "W" for that semester, and faxed requests must be received no later than the last day to receive a grade of "W" for that semester. Mailed and faxed requests may be directed to the Main Campus Office of Student Services or to any Education Center.

Non-attendance in a class will not result in a student being dropped from the class. All class drops and withdrawals, with the exception of enforced withdrawals, must be initiated by the student.

In 2007, the Texas Legislature passed a law (S.B. 1231) which prohibits students enrolling for the first time as a freshman during the fall 2007 academic term, or any term thereafter, from dropping more than a total of six courses in their entire undergraduate career. This total includes any course a transfer student has dropped at another 2-year or 4-year Texas public college or university. For more information, please contact the Registrar's Office, 817-598-6218.

WITHDRAWAL FROM PTA PROGRAM

If a student withdraws from any Physical Therapist Assistant course, he then relinquishes his place in the PTA Program. If that student wishes to pursue the PTA Program the following year, he must contact the program director to determine the most appropriate course of action.

Academic Standards and Progression in the Program

1. Grades are expressed in letters as follows:

A	90-100%
B	80-89%
C	75-79%
F	<75%

All students must achieve a **minimum of 75%** to pass any course. All courses must be completed with the minimum score in order for the student to progress to subsequent semesters. Students must also make a minimum of a 75% average on major exams to pass any course.

2. Any student having academic difficulty in an individual course will be counseled during the semester. See Failure of a Test.
3. To ensure timely access to faculty for academic concerns and problems, please utilize instructor office hours which are posted on the faculty webpages and outside office doors.
4. Bonus points and extra credit should not be expected. This will be the choice of the individual instructor. See the bonus points/extra credit policy.
5. Any student dismissed for disciplinary/academic reason may appeal through the instructional chain of command and/or the Technical Program Appeals Committee of Weatherford College. This process will be guided by the Program Director
6. It is the responsibility of the student to obtain information presented in class and/or assignments made when the student is absent.
7. Each student is expected to take exams as scheduled. See Missing an Exam/Test/Quiz policy located in the handbook.
8. Final exams must be taken at the scheduled time.
9. All class and clinical assignments are due on appointed dates at the designated time. Failure to submit an assignment on time will result in a grade of "0" to be given for the assignment. Although a grade of "0" will be given, the individual instructor reserves the right to ask for completion of the assignment. Failure to comply with request will result in incompleteness of the course.
10. Final course grades may be rounded and will be reported in whole numbers only. Standard rounding rules will be utilized.
For example:
 - A grade of 74.5 will be reported as 75.
 - A grade of 74.4 will be 74.

Bonus Points/Extra Credit Policy

Clinical competency is based on a combination of exam grades, lab skills check offs, lab practical exams. Bonus points cannot be used to determine clinical competency, therefore bonus points will only be awarded to a course/test that meets both the 75% course average and 75% exam average policy. On exams or assignments if bonus points are offered, they may only be applied if the student has first passed the assignment with a minimum of a 75% (or equivalent) grade. If a student fails to meet the passing policy first, bonus points will not be applied.

Clinical Competency in the PTA Program

Clinical competency is determined by student success in clinical skills check-offs, lab practical examinations, major/unit exams, comprehensive final examinations, and demonstration of following program policy. This is a requirement of the PTA program in addition to passing a course. Passing a course is outlined in each course syllabus. The course grading system is explained in each course syllabus and may vary from course to course.

There are 4 criteria the student must meet to show they are able to progress to clinical.

1. Students must pass the course with a minimum grade of 75%.
2. In order to pass the course, the student must have an average exam score of 75% on major unit exams (the final exam will be included in the average for clinical competency). If a student makes below a 75 they are given an opportunity to show knowledge of the subjects through remediation with the faculty that may include retesting. (See failure of an exam policy)
3. Students must pass all skills check offs and lab practical exams in each course. Students are given three attempts on each check off and lab practical (See Failed lab practical policy), however, grade deductions for course grade calculations are made (See your course syllabus for specific details).
4. In order to protect the relationship between Weatherford College and our clinical partners, the PTA program assures that students are able to meet professional and ethical standards in healthcare. To show this, students must demonstrate consistent professional clinical behaviors to be considered competent to attend clinical rotations. Students demonstrate these behaviors by obeying and following program policies and procedures respectfully. If a student fails to follow all policies or procedures, and fails to show or demonstrate respect to all individuals it may prohibit them from being assigned to clinic and they may be administratively withdrawn from the program. See the Health Sciences Incidence Categories for more information.

Failed Lab Practical and Skills Check offs

A combination of Lab practical examinations and skills check-offs will be given to assess the student's proficiency in laboratory skills taught. **ALL** lab skill check-off assessments and Lab Practical examinations must be successfully completed and passed. When lab skill check-offs are assigned prior to a lab practical examination, failure to complete **ANY** of the laboratory skills check offs will result in the inability to sit for the lab practical, resulting in a grade of zero. **Students are required to pass all lab practicals with a minimum of 75% in order to remain in the PTA program. The student will be given 3 opportunities to correct a failed lab practical exam (LPE) and/or check-offs with grade deductions for each attempt.** In the event that the student does not pass a LPE or a check off, the student will fail the lab portion of the class, and will not be allowed to continue in the PTA program. Both the lab and lecture portions of each class must be passed with a 75% for the student to receive a passing grade in the class. The grade deductions are noted in the course syllabus and on the LPE and check-off forms. If a student fails the lab portion of the class will be withdrawn from the program. In the event a student does not show up for a scheduled check off, that time will count for one of the attempts the student has to show competency. To be able to reschedule the check off missed the student needs to notify the instructor conducting the exam by phone call or text prior to the start of the class with an excused absence (emergent illness, or situation).

Failure of an Exam

If a student makes below a passing grade on an exam (makes a grade below 75%) they are required to seek counseling and remediation from the instructor for the course. It is the students' responsibility to seek out the instructor promptly for this counseling and remediation during the instructors posted office hours by appointment. If the student fails to contact the instructor within two business days of failing the exam, they are outside the department policy and are subject to disciplinary action. The instructor and student will develop a plan for the student to show competency in knowledge of the material.

If the student fails to show competency in the subject matter, or fails to maintain an overall average above 75% on major exams, the student will not be allowed to continue onto other coursework, or continue to clinical rotations. They will be withdrawn from the PTA program. Major exams are defined as the all unit exams and include the final exam. They do not include quizzes, assignments, or daily coursework. All lab Practical exams and check-offs must be successfully passed with a 75 or above in order to continue with the program. See the failed lab practical policy above.

For the student who scores below a 75% on a major exam, remediation and reassessment of knowledge must be done. The instructor may employ various methods to determine and reassess the competency and may require a student to retest. However, a student who makes below a **65%** on a major exam, **must** re-test for competency. The student can bring their exam score up to a maximum of a 75% one time only, on the first failed test making a grade below a 65%. If the grade on the re-test is lower than the first attempt, the lower grade will be used in recording and calculation the exam and overall course average. Additional counseling and remediation will be necessary to ensure competency in that material. Students must make a minimum overall score of 75% and a minimum average of 75% on major exams to pass all PTHA classes and continue in the program. If a student is academically withdrawn or fails out of the program they have a right to appeal through the Health Science Technology Appeals procedure located in this handbook. The student has the opportunity to re-apply to the program. See the Readmission policy for more information.

PROGRAM EXAM PROCEDURES AND POLICIES

Technology Requirements for Testing

Most major exams are conducted online. Students are required to bring a laptop or tablet that works with Respondus Browser Lockdown and Honorlock. The following system requirements must be met for testing in the PTA. **Chrome Notebooks will NOT work and systems using Windows 10/11 “S mode” or “SE” will not work**

Requirements for Respondus:

Operating Systems

Windows: 11 and 10*

* Includes x86 32 and 64bit processors and ARM 64bit processors using x86 emulation.

* Windows 10/11 "S mode" is not a compatible operating system, nor can LockDown Browser be obtained via the Windows App Store. At present, support for Windows 10/11 "S Mode" isn't on the roadmap for LockDown Browser.

* Windows 10/11 "SE" is currently not a compatible operating system for LockDown Browser.

Mac: macOS 10.13 to 13.0+.

iPadOS: 11.0+ (iPad only). Instructor must have the test configured to allow iPads.

LockDown Browser and Respondus Monitor may continue to run in older operating systems that have reached “end-of-life” but students may encounter unexpected results.

Memory

Windows: 2 GB RAM (A minimum 4gb of available RAM is necessary when using LockDown Browser to take an exam that also uses a webcam.)

Mac: 2 GB RAM (A minimum 4gb of available RAM is necessary when using LockDown Browser to take an exam that also uses a webcam.)

Hard Disk Space

Windows: 200 MB of free hard disk space

Mac: 200 MB of free hard disk space

Requirements for Honorlock:

If your laptop or tablet meets the above requirements and can use Google Chrome version 110 it should work for Honorlock. **(Chrome Notebook will NOT work).**

Minimum System Requirements

Updated June 23, 2023

Honorlock can be installed on devices meeting the following requirements:

Operating System:

- Windows 10
- Windows 11
- MacOSX 10.14 and higher
- ChromeOS
Browser

Google Chrome version 110

Internet Speed

- 1.5 Mbps download, 750 Kbps upload

ACADEMIC DISMISSAL

Students in the PTA Program must successfully complete all general education courses with at least a “C” to continue in the PTA program. If a student makes below a 75% in any PTHA course, they will not be allowed to continue in the program and will be academically dismissed. Additionally, you must maintain a passing average of 75% of major exams, and pass all check offs and lab practical exams in each course to be able to show competency and continue in the program. Major exams are defined as unit tests and includes the final exam. Students must meet clinical competency requirements for professional behaviors to continue in the program. Three or more incidents of professional misconduct warrant administrative withdrawal (see Clinical Competency Policy).

Bonus points or extra credit points will only be awarded after competency is met. If a student does not meet the competency guidelines bonus points will not be applied. See Bonus Point/Extra Credit Policy.

Students must also complete each clinical course with at least a “C” or 75% grade (see Clinical Failure policy). If these standards are not met, dismissal from the program will occur.

If the student fails a class, the student’s progression in the program will be halted. The student is then subject to the same readmission criteria as students who withdraw from the program.

READMISSION

Students who have either withdrawn or been dismissed from the program due to academic or clinical failure are subject to the readmission policies below:

First Year

If the withdrawal or dismissal occurs during the first year (first two academic semesters) of the PTA Program, the student must resubmit an application to be considered for readmission. Their admissions scores will be considered equally with all other applicants, however, they will have a different interview format with the admissions committee (The admissions committee is generally made up of the faculty of the PTA program, a faculty member from another Allied Health Program, a PT or PTA clinician, and a staff or faculty member from another department in Weatherford College). Because the withdrawal occurs before successful completion of a clinical rotation, students have to repeat the entire first two semesters of the program, even the courses that were passed. It is important to note that financial aid will not pay for courses a student has previously taken and passed. If you have financial aid, you will still be required to retake these courses and self-pay. The PTA program has a policy that requires completion of didactic coursework before beginning a clinical rotation, and that didactic coursework for clinical rotations must be completed within one year prior to the rotation. In order to progress to the second year of the program, students must also pass one clinic rotation with a minimum grade of "C". Additionally, if a

student that has re-entered the PTA program after academic dismissal, makes below a 75% on any course or is academically withdrawn from the program – academic or clinical, they will be dismissed from the program and not be readmitted.

Second Year

Should the withdrawal or dismissal occur during the second year of the program after successful completion of the first-year clinic rotation, the student may seek re-admission through the admissions committee.

If a student withdraws or is dismissed from the program during the second year after successfully completing the first clinical rotations, and is granted re-admitted the next academic year, the student will not be required to repeat the first year in the program. Re-admission is granted under the following conditions:

- The Admissions Committee determines re-admission is appropriate.
- A student may reenter during the second year only once. Withdrawal or dismissal during the reentry year will require the student to reapply to start the program over from the beginning.
- A student may reenter only if there are sufficient clinical sites of the appropriate type available for placement of all currently enrolled students and for the reentering student.
- If unexpected losses of clinical placements occur during the academic year, the reentering student may be required to postpone his/her clinical rotations according to the clinical assignment procedures described in this handbook.
- A student who qualifies to reenter and who wishes to do so must inform the Program Director in writing by April 1st.
- If a student is not re-admitted or is not able to come back within one year, they will be considered a new applicant and will have to repeat all PTHA courses.

If a student that has re-entered the PTA program after academic dismissal, makes below a 75% on any course or fails to show competency – academic or clinical, they will be dismissed from the program and will not be allowed to re-apply.

ATTENDANCE POLICIES & PROCEDURES

Regular face to face attendance in lecture and lab is critical and has a direct effect on the final grade that a student earns in class. Each instructor has the right to prohibit a student from being face-timed or zoomed into the classroom as it is a distraction. If the instructor grants permission to zoom or face-time into the class it is still considered an absence by policy. ***Non-attendance on the part of a student may result in grade penalty or may lead to dismissal from the program.***

Leave of Absence Policy

A leave of absence may be considered when a student is absent greater than 5 clinical days or 5 class/lab days within a semester. A leave of absence may include, but is not limited to emergency medical reasons, pregnancy, jury duty, or military leave. The student is required to notify the program director of the leave of absence prior to the expected leave and official documentation must be submitted for program documentation. If the leave of absence is due to an unexpected injury/accident, notification of the incident must be communicated to the program director within 72 hours by either the student or a family member and documentation must be submitted as soon as possible, but no later than the first day of the student's return. Each leave of absence will be handled on a case by case basis and clinical hours/assignments will be made up at the discretion of the program director; however some absences may result in the inability of the student to progress in the respective program. The possibility of readmission with the following cohort may be

considered.

In cases of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions, the college will provide students with “reasonable adjustments” that may be necessary due to the pregnancy. [United States Department of Education – Office of Civil Rights – Title IX and Pregnancy](#).

Link to Federal site:

<https://www2.ed.gov/about/offices/list/ocr/docs/dcl-know-rights-201306-title-ix.html>

A student should attend all lecture and laboratory (face to face or online) sessions. Good "working" habits would mean arriving 10 - 15 minutes ahead of the scheduled start time of the class, staying for the complete session and returning from breaks promptly. Habitual or patterned absenteeism in lecture or lab will not be tolerated. Absences in laboratory sessions are particularly problematic because of the lost opportunity to practice skills for them self, and for their lab partner; therefore, students are responsible for arranging to acquire any skills missed during a laboratory absence. Note, not all lab experiences can be made up.

All absences must be reported to the appropriate faculty member prior to the start of class. Try to reach the faculty member by phone or text. If the faculty member cannot be reached directly, a voice mail message may be left the day of the absence. Email notification is **not** acceptable and should only be used if phone systems are not available. Telephone numbers can be found on course syllabi. Contacting a classmate to have him/her notify the faculty member is not acceptable. Failure to notify the faculty prior to class for **any** absence is inappropriate will result in an automatic deduction of 2 points from the student's final grade for each episode. If a clinic or hospital employee leaves their job without proper notification it is considered “patient abandonment” and subject to penalty that can include the loss of their license. In the PTA program, notifying the faculty policy must be followed to show clinical competency. Following program policy is necessary to show clinical competency. Therefore, if a student fails to follow policies including notifying a faculty member 3 times, it is considered it is considered habitual and is inconsistent with clinic competency. The student will not be able to continue in the program.

The student may be allowed to miss 2 class/lab days per course without it adversely affecting their grade (exception: exam days, lab practical or check off days) if proper notification has been made. Every absence over the allotted 2 days will result in the student's final course grade being reduced by 2 points each absence. Please see the Leave of Absence Policy regarding leave lasting 5 days or more. If the student misses more than 30 minutes of class due to being tardy or leaving early, it will constitute an absence. Being tardy 3 times, regardless of how late the student is, count as 1 day absence. See your individual course syllabi for other specific rules concerning classroom attendance.

If it is necessary for a student to miss an exam, the instructor must be notified prior to the scheduled exam time and arrangements must be made for make-up. It is the instructor's option to give the same exam as the one missed or a different exam over the same content. Additionally, it is the instructor's option to allow an exam to be given early. It is the students' responsibility to make arrangements to make up the exam. A 5% penalty will be assessed for taking an exam out of the scheduled time. An additional 5% penalty will be assessed for each day the exam has not been made up. See missing an Exam/Test/Quiz for more information. If a leave of absence has been taken the penalties may apply. See the Leave of Absence Policy.

STANDARDS FOR CLASSROOM BEHAVIOR

CIVILITY IN THE CLASSROOM

Students and faculty each have responsibility for maintaining a classroom that is conducive to learning. Disruptive students in the academic setting hinder the educational process. Faculty members have the professional responsibility to treat students with understanding, dignity and respect, to guide classroom discussion and to set reasonable limits on the manner in which students express opinions. Inappropriate or distracting classroom behavior is prohibited in order to assure that everyone has opportunity to gain from time spent in class. Should a disruptive classroom incident occur, the faculty member in charge may remove the student on either a temporary or permanent basis. Students have the right to appeal through appropriate channels. The following guidelines include, but are not limited to, acceptable and unacceptable classroom behaviors that preserve academic integrity and ensure that students have optimum environmental conditions for effective learning.

Acceptable, Expected Behaviors

- Arrive for class on time; do not leave early
- Attend all classes
- Read the course syllabus
- If an absence is unavoidable, notify instructors in advance, according to the course syllabus
- Bring all related course materials to class
- Come to class prepared
- Silence cell phones, return messages only during breaks unless an emergency exists
- If using a tablet or computer in class, refrain from any activity on it that does not relate directly to the course content
- Pay careful attention in class
- Take notes
- Contribute to class discussion with meaningful comments or questions in a positive manner
- Participate in classroom activities
- Treat instructors and fellow students with respect

Unacceptable, Negative, or Disruptive Behaviors

- Engaging in extraneous conversation during class
- Passing notes, giggling, eye rolling
- Answering a cell phone
- Texting
- Sleeping in class
- Blaming others
- Working on assignments for another class or studying for an upcoming test during class
- Reading unrelated material during class
- Using electronic devices to engage in unrelated activities during class
- Engaging in any other unrelated activities during class (personal grooming, cleaning out backpacks or purses, making lists, etc.)
- Bringing children to class or leaving them unattended in any area of the building
- Using profanity or pejorative language or gestures
- Making threats, or otherwise intimidating students or the instructor
- Dressing in a manner that is distracting to the learning process
- Bringing food into the classroom with any odor that could offend
- Expressing distaste in the instructor or other students

PTA PROGRAM ACADEMIC POLICIES & PROCEDURES

Scholastic Dishonesty

Cheating on a test, plagiarism, collusion, or any other form of academic dishonesty will not be tolerated by the PTA Program. The following definitions are excerpted from the Weatherford College Student Handbook.

Examples of cheating, collusion, or plagiarism, include but are not limited to:

- a. *Copying from another student's test paper or devices.*
- b. *Using unauthorized materials during a test.*
- c. *Failing to comply with instructions given by the person administering the test*
- d. *Possession of materials during a test which are not authorized by the person administering the test, such as class notes or other unauthorized aids. The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test.*
- e. *Using, buying, stealing, transporting, selling or soliciting in whole or part items including, but not limited to, the contents of an un-administered test, test key, homework solution, or computer program.*
- f. *Collaborating with, seeking aid or receiving assistance from another student or individual during a test or in conjunction with other assignments without authority.*
- g. *Discussing any contents of an examination, or lab practical exam with another student who has taken or will take the examination without authority.*
- h. *Substituting for another person, or permitting another person to substitute for oneself in order to take a course, take a test or complete any course-related assignment.*
- i. *Paying or offering to pay money or other valuables or coercing another person to obtain items including, but not limited to, an un-administered test, test key, homework solution or computer program, or information about an un-administered test, test key, homework solution or computer program.*
- j. *Falsifying research data, laboratory reports and/or other academic work offered for credit.*
- k. *Taking, keeping, misplacing or damaging the property of the College, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.*
- l. *Possession at any time of current or previous test materials without the instructor's permission.*
- m. *Cueing or correcting a lab partner through verbal and/or non-verbal means in skills check offs or lab practical exams.*

Clarification of Terminology

- *"Plagiarism" includes, but is not limited to, the appropriation of purchasing, receiving as a gift, or obtaining by any means, material that is attributable in whole, or in part, to another source including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work to instructors for credit.*
- *"Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit, or collaboration with another person to commit a violation of any section of the rules on academic dishonesty.*
- *"Falsifying academic records" includes, but is not limited to, altering or assisting in the altering of any official record of the College and/or submitting false information or omitting requested information that is required for, or related to, any academic record of the College. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar.*
- *"Misrepresenting facts" to the College or an agent of the College includes, but is not limited to,*

providing false grades or resumes, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment to obtain an academic or financial benefit for oneself or another individual, or providing false or misleading information in an effort to injure another student academically or financially.

Academic Dishonesty Reporting Process:

1. The instructor of record shall report in writing an allegation of academic dishonesty to the department chair for the coursework impacted by the alleged violation. Because the authenticity of the student work presented is in question, the assignment cannot be graded at this time.
2. The department chair shall review the allegation of academic dishonesty as well as any supporting documentation regarding the incident to determine if the allegation merits further action and if there is sufficient evidence to support the allegation, the chair may either dismiss the allegation or advance it to the division dean for further action.
3. The divisional dean shall review the allegation and supporting documentation and, and when warranted, may conduct further investigation into the incident. The Dean shall schedule a mandatory meeting with the student who is alleged to have violated the Academic Integrity Policy to discuss the allegation. The dean shall issue a finding regarding the alleged violation and authorize either grading of the assignment or dismissal of a compromised assignment. Compromised assignments cannot be awarded academic credit. When the divisional dean determines a violation has occurred, the dean may recommend academic and/or disciplinary action. The divisional dean shall inform the student of any academic and or/ disciplinary action as well as the due process procedure for appeals.
4. Appeals of academic action (grades) may be addressed to the Vice President of Instruction and Student Services.
5. Appeals of Disciplinary Action may be addressed through the Student Disciplinary Policy (FMA, Local).

Types of Disciplinary Actions for Academic Integrity Violations:

After the initial investigation, the instructional dean may issue one or more of the following:

- Take no action.
- Take administrative action to counsel, advise, or admonish the student.
- Forward the grievance to an appropriate administrator/committee.
- Take disciplinary action against the offending student ranging from a warning to suspension or expulsion. The range includes:
 - Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
 - Probation: A written reprimand for violation of specified regulations. Probation is for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations during the probationary period.
 - Discretionary Sanctions: Re-writing paper, completing a substitute project or other classroom assignment, re-taking a test.
 - A grade of Zero-Grade of zero on an assignment, project, test. (Whole or portion)
 - Failure of the Course-A grade of "F" is recorded on the student's transcript for the course.
 - Withdrawal: Withdrawal is an administrative removal of a student from a class.
 - College Suspension: Separation of the student from the College for a definite period, after which the student is eligible to return. Conditions for readmission may be specified such as a psychological examination by an approved professional.
 - Expulsion: Permanent severance from Weatherford College.

NOTE: In extreme cases, information gathered during the investigation may be required to be reported to agencies within and outside the institution. Examples include but are not limited to Counseling, DHS, Law Enforcement, clinical agencies, and accrediting boards. Individual departments and programs may create and enforce a more stringent version of the Academic Integrity policy as required by their discipline and as approved by the Weatherford College Board of Trustees.

Any instances of cheating, plagiarizing, collusion, falsifying academic records, or misrepresenting facts, whether observed or suspected, will be acted on immediately. When cheating, collusion, or plagiarism has occurred, the student may be dismissed from the PTA Program and will be ineligible to reenroll. Students dismissed from the program in this manner retain their right to due process and may appeal the action through the technical appeals procedure (See HEALTH AND HUMAN SCIENCES DIVISION GENERAL PROCEDURES located in this handbook).

Missing an Exam/Test/Quiz

Exams are defined as formally scheduled examinations covering a major portion of the course content and cumulatively comprising a relatively large percentage of the overall grade for a course. Every effort should be made by the student to be present for all exams. If it is necessary for a student to miss an exam, the instructor must be notified prior to the scheduled exam time and arrangements must be made for make-up. It is the instructor's option to give the same exam as the one missed or a different exam over the same content. Arrangements must be made to make up the exam **within one day** of the scheduled exam time. A 5% penalty is assessed for taking the exam outside of the scheduled time (even if taken before the scheduled). Additionally, a 5% per day penalty will be assessed each day the exam is not taken. At times, you may be required to go to the Testing Center to take make up tests. The faculty member will make arrangements to get the exam to the testing center. The testing center on the main campus is located in the Jack Knight Building. Testing centers are also available on other campuses. Appointments are not required on the main campus but if a student tests on another campus, an appointment must be made. For more information call 817-598-6383 or 817-598-6439.

Quiz policies are determined by individual instructors for each class and may be altered as deemed necessary by the instructor.

Failure to Turn in an Assignment on Time

Projects or outside assignments are due at the beginning of class on the assigned due date unless indicated otherwise. An individual instructor is not required to accept any late assignments and can award a grade of "0" if the due date is not made. However, if not specifically addressed, late papers/assignments will receive a 5% per day grade penalty. This penalty will continue to be assessed each day the assignment is not turned in.

Taping

Taking pictures, video-tapes or audio recordings or making digital images or recordings of lectures/labs or demonstrations is discouraged and is prohibited unless the instructor has provided specific permission to do so. Class participation tends to decrease as does the level of attentiveness when imaging/recording is allowed. Printing, photocopying, video recording, taking pictures of any quizzes, exams, tests, and assignments is strictly prohibited unless you have written and signed permission of the instructor.

Cell Phones

Receiving, placing cell phone calls or text messages or playing games is prohibited during all class and lab sessions, tests and check-offs, and in all clinical settings, except during scheduled breaks. If a student has a cell phone, it must be in silent mode only during class. If a student violates this policy, the student will be subject to disciplinary action and may ultimately result in dismissal of the program. Students may not have cell phones with them during exams or quizzes; a secure location for the phones will be provided.

Obligations Outside of Scheduled Class Times

The nature of health science education requires a commitment from the student over and above the average. For this reason, it is frequently advisable for students to be present beyond regularly-scheduled class times. Test reviews and study sessions may be offered after class and on days when classes are not scheduled. Efforts are made in scheduling to accommodate students' work and family obligations, but students should be prepared to be flexible in order to take advantage of all opportunities.

Field Trips

Students are advised that educational field trips may be required or optional. These trips may include an overnight stay and could require additional expenses related to travel, hotel and food costs. Although each class, as a whole, can engage in fund-raising activities to defray these costs, it is not always possible for this to occur. Every effort is made to keep costs to a minimum but students may be required to pay their expenses individually. Field trips are considered the same as lab/class activity and the attendance policy applies the same.

During field trips, students must abide by all safety, security, and evacuation policies and procedures in effect at the facility visited.

Instructional Support

Academic Support Center

The Academic Support Center (ASC) is designed to be a "one stop shop" for Weatherford College students with a goal of providing students with a learning environment that will promote the development of academic skills and offering additional resources necessary for student success. The ASC is open to any student currently enrolled in a Weatherford College course, students who are enrolled in a dual-credit course through Weatherford College and students who are interested in pursuing a career in a health profession may use the facility. Located in the upper level of the student services building. the center is open with extended hours for students Monday – Thursday (7:30 am to 7:00 pm), 7:30 am to 4:00 pm on Friday. See the webpage for more information: <https://www.wc.edu/current-students/academic/ace/index.php>

The ASC offers face-to-face content area tutoring, "Tutor.com" online tutoring service, study skills workshops, testing services, supplemental resource hand-outs on student skills, and content area specific study sheets. Supplemental instruction leaders will provide further assistance specifically for students enrolled in the Physical Therapist Assistant Program.

The ASC also has software for making presentations, videos, and flyers, etc. . The ASC is also home to the Center for Research and Writing (CReW).

The Tech Stop is available for help with logins, Canvas, or other computer-related questions.

Printing, photocopy service is available at the library for a fee. Black and white copies are 10 cents a page and 15

cents for color pages. Students can scan documents to themselves without a charge. Student accounts are set up through <http://stuprint.wc.edu/user>. Money can be loaded to your account online with a minimum amount of \$2.00.

Additionally, computers are available in the ASC for PTA students to use according to the guidelines listed below and for the purpose of enhancing the students' PTA educational experience. Printing services are available at the ASC for a fee. Student accounts are set up through <http://stuprint.wc.edu/user>. Money can be loaded to your account online with the minimum amount of \$2.00. Photocopy, scanning, and printing are available through the library through the same log in system. Unauthorized or illegitimate use of campus computers may result in dismissal from the PTA Program.

1. Students may only engage in school-related tasks while in the ASC.
2. Students must be respectful towards all staff and students within the center. Disruptive students will be asked to leave and their instructor will be notified.
3. Students must sign in and out on the computer. Students who do not sign out of the lab are only awarded 5 minutes of tutoring time – no matter how long they stayed.
4. Students must adhere to the time limits set forth by the instructors and/or the ASC Director. These limits are subject to change at different times throughout the semester.
5. Cell phones must be silenced.
6. If a student must exit the ASC for a period of more than five minutes, they must sign out.
7. Students are allowed to bring drinks with a lid and odorless finger snacks.
8. Students are responsible for the care and proper return of materials checked out from the ASC.
9. Children and unauthorized adults shall not be permitted to work in the ASC.
10. Students may not alter the settings of the computers without permission. These guidelines are available in the ASC.
11. Proctored testing is not available in the ASC. All individual proctored exams are scheduled through the testing center.

Library Resources

The Speaker Jim Wright Library is located across from the LART Building on campus and provides computer workstations, printing, comfortable seating for studying alone or in groups, and a coffee vending machine. The Health Science Room includes specialized books and DVDs, video viewing equipment, and two group study areas specifically for those programs.

A student Printer/Copier/Scanner is available for students at the library. Black and white copies are 10 cents a page and 15 cents for color pages. Students can scan documents to themselves without a charge. Student accounts are set up through <http://stuprint.wc.edu/user>. Money can be loaded to your account online with a minimum amount of \$2.00.

Testing Center

The Weatherford College Testing Center offers a secure testing environment that is conducive to individual achievement. The Center administers national and state standardized tests such as GED, ACT, CLEP, TCLEOSE and the TSI Assessment. The center also administers local tests, such as TEAS, the HESI-A2, and Virtual College of Texas as well as online and hybrid testing for WC courses. Also, the Testing Center is publicly available for proctoring students and residents alike who are engaged in course studies with other colleges and universities. All testing

fees must be paid by cash, money order or credit/debit card to the WC Business Office. For more information call 817-598-6383 or 817-598-6439. During the Fall semester the testing center on the main campus

LABORATORY POLICIES & PROCEDURES

Clothing in Lab

Students must have available at all laboratory sessions appropriate lab clothing which will reveal arms, legs and trunk. Males must have loose-fitting gym shorts. Females must have loose-fitting gym shorts and a halter, swim suit top, bra, or sports bra that opens in the back to allow for palpation. Small lockers are available for students to keep lab clothes in. If a student fails to have lab clothing then patient gowns are available for students to use with their own undergarments.

Lab Practical Exams and Check offs

For lab practical exams and check offs students must be in their polo uniform t shirt and loose fitting khaki pants or shorts unless other attire is specified by the instructor.

Practice

Students are advised that physical therapy is a hands-on profession. This requires practice of all patient care techniques on fellow classmates prior to application of those techniques in the clinic. Each student must be able to apply all treatments/techniques in the laboratory. Students must participate in receiving all treatments and techniques in the laboratory. This allows students not only to improve their skills, but also to learn how each procedure is perceived from a "patient's" point of view. This aspect of the curriculum is vital to the development of competent clinicians and students are encouraged to participate to the fullest. In order to assure the safety of all involved, students are required to abide by all laboratory safety rules, to follow specific application guidelines, and to adhere to contraindications and precautions for each treatment/technique. Exemptions to this policy will be granted in extenuating circumstances and at the discretion of the instructor. It is the responsibility of the student who desires an exemption to go to the instructor, initiate and follow through with the request.

Students are assured that, at all times, their privacy and dignity will be preserved to the greatest extent possible. For this reason, proper positioning and draping techniques are required for all procedures practiced in the laboratory.

Note: In the laboratory, students are to practice patient care techniques only on fellow classmates. They are not allowed to practice these techniques on family members or friends.

Use of Laboratory for Practice Outside of Class

Open lab times are posted each semester in the lab. During this time faculty are available to supervise and tutor students in the lab. If you cannot come during open lab times, it is suggested that students attempt to arrange appointment times that coincide with the faculty's office hours. If this is not possible, arrangements can be made in advance so appropriate supervision will be available. This is up to the discretion of the instructor. Additionally, during lunch hour and after class, the lab and classrooms are available to use for study. Students are not permitted to use any of the electric or physical agent equipment unless a faculty member is present in the lab.

Imaging of Fellow Students in Lab

Pictures during club activities and during breaks are permitted; however, posting images on social media sites is strictly prohibited without permission. Posting any image of class or lab instructors at any time is prohibited unless written permission is granted. Students are asked to sign a release for posting images at the beginning of the program. You are not required to sign this release. If you have signed release, you still have the right to verbally state in lab or class they do not want images obtained and it will be respected. If a student does not respect another students stated boundaries they are subject to disciplinary actions and may be removed from the program.

Check-Offs

Lab check-offs are formal or informal procedures in which the student must perform selected skills to a predetermined minimum level of competence; they form the foundation for assuring competence in skills prior to clinical assignment. Critical safety elements are identified on each check-off sheet. If students do not achieve the minimum level of competence, that includes satisfactory performance on all the critical safety elements, the check-off must be repeated until their performance is adequate. Students will be allowed a maximum of three attempts; all required check-offs must be completed satisfactorily in order to continue in the program, even if they pass the course. See your course syllabus for more specific guidelines regarding grading of check-offs.

Lab Practical Exams

Lab practical exams are scheduled examinations of skill performance that are graded. They usually occur at the end of a unit of instruction and assure competence of skill prior to clinical assignment. The skills will be blindly chosen by the students at the time of the examination; therefore, the students must be prepared to perform all the skills covered in each particular unit of instruction. Students must pass all lab practical exams with a minimum of 75% to achieve the minimum level of competence, that includes satisfactory performance on all the critical safety elements. Students will be allowed a maximum of three attempts to achieve a 75%. However, the student's original lab practical score will not be changed and will be the grade used for recording and calculating the overall lab practical average, unless specifically stated in the course syllabus.

Safety

When in the laboratory, whether for scheduled labs or for independent practice, students must abide by the following rules:

1. Students will not utilize the laboratory or any equipment for independent practice unless a supervising faculty member is present in the PTA department.
2. Students will refrain from practicing laboratory activities until after they have received the appropriate instruction.
3. Students will use all equipment only for the purpose it was intended and will refrain from playing with it.
4. Students will observe all safety precautions for each laboratory procedure as instructed in class.
5. All electrical equipment that may come in contact with the "patient" must be plugged into the ground fault circuit interrupter receptacles at all times.
6. Cups or cans of liquid shall not be placed on top of any electrical equipment or their carts at any time.
7. Spills must be cleaned up immediately.
8. Students who have questions regarding the functioning of any piece of equipment shall immediately contact the faculty member in charge.
9. Students must wear eye protection when handling cleaning or other solutions that could splash into their eyes.

10. Students with a pre-existing condition in which performing a laboratory procedure could be potentially harmful shall assume the responsibility of informing the laboratory instructor immediately so that proper accommodations can be made.
11. In the event of an accident or emergency of any kind, students are to immediately contact the supervising faculty member.

Appearance and Uniforms

Personal cleanliness and hygiene are essential for personal health as well as acceptable interpersonal activities such as those engaged in by health care personnel. Body odors and fragrances can be particularly offensive to patients. Daily oral hygiene, bathing and use of antiperspirants are required. Use of fragrances/colognes is prohibited in clinic and should be kept to a minimum during class and lab as certain scents are offensive and distracting.

Hair must be clean. Students with long hairstyles must tie hair back or pin it up so that it does not fall loosely over shoulders and/or face and must be off of the neck. Styling products and make-up are to be kept to a minimum. Moustaches/beards must be kept clean and groomed so that it does not hinder close patient contact.

Fingernails must be clean and filed smoothly. The fingernails should not extend beyond the fingertips and no acrylic nails can be worn.

Only minimal jewelry is permitted. Wedding bands/rings are permitted but must be removed during patient care procedures if there is a possibility of injuring the patient with them. During clinic students will be required to adhere to the clinic facilities dress code at all times.

A watch with a second hand or a digital watch with second counter is necessary.

Uniforms as described below must be worn during all exams, lab practical exams/check off's, (see lab attire policy) when allowable, field trips, when guest speakers are on campus, and during off campus experiences. Clothing must be clean. Shoes must be clean and well-kept. When in clinic rotation, students will follow the dress code of the clinic facility assigned and wear the same type of attire as staff clinicians. Students must dress professionally, respecting all individuals at all times in clinic and when representing themselves as a Weatherford College PTA student.

PTA Student Uniform

Black Polo Shirt: A class t-shirt, available through the bookstore must be purchased by each student. This class shirt is to be worn with full length khaki pants/slacks at all off- campus PTA class functions and when there is guest speaker or for all testing on campus. A second, casual Weatherford College PTA t-shirt may be purchased through the bookstore can be worn as the uniform on campus for testing only or for guest speakers labs only. **The casual PTA t-shirts are not to be worn on field trip.** There are no exceptions.

Name Badge: Name badges with the Weatherford College logo, student's name, and designation as a PTA student in a style approved by the DCE must be purchased by each student.

Khaki Pants: Pants should be full-length **trouser**-style pants in a khaki (beige/tan) color.

Pleated or flat front pants are acceptable. Unacceptable styles include jean type pants in khaki color, hip-huggers, cargo pants, carpenter style pants, jeggings, leggings and bell bottom or flared-leg pants. Jeans are unacceptable for any clinic setting or class field trips, regardless of the color. The waist band of the pants must be worn at or above the level of the iliac crest.

Shoes: Shoes must neat in appearance, walking or athletic shoes with a low heel and rubber soles. Unacceptable styles include open-toe, open-heel, high heel, wedge, or platform shoes and boots.

Watch: Wrist watch with second hand

STUDENT ETHICS

Students shall:

1. Use their own knowledge and skill to complete examinations without referring to another's answers, old examinations, class notes or other references unless specifically permitted by the instructor.
2. Use their own knowledge to write major papers or compile research information. They shall not plagiarize, quote or copy other persons' works without giving proper recognition as stated in a standard manual on style.
3. Respect the opinions of instructors and other learners. They shall not insult, slur, or degrade instructors, other health professionals or students. (This ethics statement does not infringe upon a student's right to raise questions and request clarification but does modify the manner in which the question or clarification is brought forth.)
4. Respect the limited resources of textbooks, library books, reprints, journals and other learning materials. They shall not mutilate, deface, damage or withhold resources for their own use.
5. Conserve limited resources by using only supplies needed for completion of assignments and maintain equipment in good working order. They shall not waste supplies or misuse equipment.
6. Assist in maintaining class and laboratory rooms in good order. They shall not leave these rooms in disarray or dirty upon completion of their assignment in each room.
7. Complete all assignments by the scheduled date and time or make satisfactory arrangements with the course instructor for an extension. They shall not expect to receive equal consideration in grading unless such arrangements are made.
8. Observe all safety procedures when working with patients, lab partners and equipment whether in class, lab, or clinic. They shall not endanger the safety and welfare of patients, other students, or faculty and staff.
9. Observe all policies and procedures established by the Physical Therapist Assistant Program and all clinical facilities. They shall not exempt themselves without specific permission by a faculty member or Clinical Instructor.
10. Respect the confidentiality of patient information regardless of source (patient, therapist, records, charts). They shall not repeat information outside of the classroom, lab, or clinic in which any identifiable health information appears.
11. Work in cooperation with and with respect for other health care team members. They shall not interfere with or obstruct the rendering of the services provided by other health care members.
12. Protect the property and property rights of the school, clinic, and patient. They shall not remove or borrow property without permission and shall not damage or misuse property while in the school or clinic.

13. Respect other students' projects. They shall not handle, steal, alter, deface or otherwise harm another student's project, especially in a manner which might cause the project to receive a lower grade by the instructor.

PROFESSIONAL BEHAVIOR

Professional behavior is absolutely essential both while the individual is a student in this program as well as after graduation. The Professional Behaviors Assessment form provides a standard for behavior and a mechanism for self-assessment by the student as well as assessment by faculty during the academic component of the program. If a faculty member observes consistent failure to demonstrate acceptable professional behavior by a student, the faculty member will utilize the assessment form as a tool for counseling the student. ***Failure to respond appropriately to counseling regarding professional behaviors may result in dismissal from the program.***

PTA CLINICAL POLICIES & PROCEDURES

For all clinical policies and procedures refer to the Clinical Education Manual. This Manual is found on the PTA webpage.

PROFESSIONAL BEHAVIORS

Student: _____

Professional behavior is absolutely essential both while the individual is a student in this program as well as after graduation. The Professional Behaviors Assessment form provides a standard for behavior and a mechanism for self-assessment by the student as well as assessment by faculty during the academic component of the program. If a faculty member observes consistent failure to demonstrate acceptable professional behavior by a student, the faculty member will utilize the assessment form as a tool for counseling the student. **Failure to respond appropriately to counseling regarding professional behaviors will result in dismissal from the program.**

Rating Scale	Symbol	Description
Unsatisfactory	✖	behavior is significantly below professional standards and must be improved in order for the student to remain in the PTA program
Meets requirement	✓	behavior meets professional standards
Exceeds requirement	+	behavior meets the standard of an exceptional PTA

				Date of counseling session/s			
Professional Behavior Standards							
1. Honesty / Integrity				Rating			
a. completes all tests/assignments independently or with outside help as deemed appropriate by instructors							
b. always speaks the truth with kindness and respect							
Instructor's comments/Date:							
2. Participation / Attendance				Rating			
a. listens respectfully during all presentations							
b. asks appropriate and thoughtful questions							
c. actively participates in all interactive sessions in class and lab							
d. notifies instructor before class time concerning absences							
e. misses class or lab only for legitimate reasons (i.e. illness, death in family, personal emergency)							
f. makes arrangements to make up any missed time and/or work							
Instructor's comments/Date:							
3. Responsibility				Rating			
a. is prepared for class/labs (has read assignments, has notes and needed supplies available)							
b. accepts appropriate responsibility when working in groups							
c. keeps the classroom and lab clean							
d. complies with safety policy and procedures in the classroom and lab							
e. attempts to solve problems using personal resources and seeks help when needed							
f. establishes a plan of action to correct any identified problems/weaknesses in class and lab							
Instructor's comments/Date:							

			<i>Date of counseling session/s</i>			
Professional Behavior Standards						
4. Communication Skills			Rating			
a. demonstrates appropriate listening skills						
b. verbally expresses self clearly and effectively						
c. uses appropriate tone and voice volume during verbal communication						
d. uses effective non-verbal communication						
e. gives constructive feedback in a timely and professional manner						
Instructor's comments/Date:						
5. Attitude / Self Control			Rating			
a. maintains composure (i.e. never loses temper, shouts, raises voice, shows distaste)						
b. adapts easily to different environments and/or is flexible when plans, etc. change						
c. demonstrates the ability to resolve conflicts effectively and efficiently						
Instructor's comments/Date:						
6. Appearance			Rating			
a. dresses appropriately for lab sessions						
b. is always clean (without body odor, offensive breath, etc.)						
Instructor's comments/Date:						
7. Response To Supervision			Rating			
a. follows directions without complaining						
b. accepts constructive feedback without becoming defensive						
c. requests supervision only when needed						
d. modifies behavior positively in response to feedback						
Instructor's comments/Date:						
8. Initiative / Motivation			Rating			
a. actively seeks learning experiences and resources						
b. puts forth maximum effort						
Instructor's comments/Date:						
9. Self Concept			Rating			
a. demonstrates functional level of confidence						
b. recognizes and uses knowledge of strengths and weakness						
Instructor's comments/Date:						

Professional Behavior Standards	Date of counseling session/s			
10. Punctuality	Rating			
a. arrives to class on time				
b. turns in assignments on time				
Instructor's comments/Date:				
Plan & Required Follow-up/Date:				
Student comments/Date:				
Student Signature/Date:				
Instructor Signature/Date:				

Weatherford College
Health and Human Science Division
General Procedures
Revised 2022

Weatherford College Health and Human Science Division Social Networking Guidelines

Weatherford College understands that students participate in social networking sites (e.g. Facebook, Instagram, Twitter, YouTube, Snap Chat, TikTok, and LinkedIn etc.), chat rooms, and create and maintain personal websites, including blogs. Weatherford College respects student's online social networking and personal Internet use. However, your online presence can affect Weatherford College as your words, images, posts, and comments can reflect or be attributed to Weatherford College, affiliated medical facilities, patients, staff members or instructors. As a student, you should be mindful to use electronic media responsibly and respectfully. Because a Weatherford College student's online comments and postings can impact Weatherford College, affiliated medical facilities, patients, staff members or instructors, Weatherford College adopted the following guidelines that students must observe when participating in social networking sites and/or engaging in other forms of Internet use on and off duty:

1. **Follow all applicable Weatherford College and Health and Human Sciences policies.** To remain in compliance with the **Health Insurance Portability and Accountability Act (HIPAA)** you must not share confidential or proprietary information from medical facilities, their staff members or patients encountered while a student at Weatherford College. Posts from Weatherford College computers and E-mail addresses are the property of Weatherford College and subject to the policies, rules and regulations of Weatherford College. Photography, video and voice recordings from clinical locations are prohibited by law (HIPAA) and therefore should not be posted on social media or social networking sites.
2. **Write in the first person.** Where your connection to Weatherford College is apparent, make it clear that you are speaking for yourself and not on behalf of Weatherford College. In those circumstances, you may want to include this disclaimer: "The views expressed on this [blog; website] are my own and do not reflect the views of Weatherford College." Consider adding this language in an "About me" section of your blog or social networking profile.
3. **If you communicate in the public internet about Weatherford College or Weatherford College -related matters, disclose your connection and your role at Weatherford College.** Use good judgment and strive for accuracy in your communications; errors and omissions reflect poorly on Weatherford College, and may result in liability for you or Weatherford College.
4. **Use a personal email address (not your Weatherford College.edu address) as your primary means of identification.** Do not use your Weatherford College E-mail address for personal views.
5. **If your blog, posting or other online activities are inconsistent with, or would negatively impact Weatherford College, affiliated medical facilities, patients or staff member's reputation or brand, you should not refer to or identify your connection to Weatherford College, affiliated medical facilities, patients or staff members.**
6. **Be respectful and professional to fellow students, instructors, sponsors and patients.** Avoid using unprofessional online personas.
7. **Ensure that your blogging and social networking activity does not interfere with your student commitments.**

This policy is based in part on Social Media/ Social Networking policies from the online article “Ten Must Haves in a Social Media Policy” <http://mashable.com/2009/06/02/social-media-policy-musts/>

Weatherford College Health and Human Sciences Division Caring for Patients in Isolation

1. Students should avoid contact with any and all patients in isolation if there is doubt about the medical diagnosis (inconclusive diagnostic tests or unknown results).
2. Students may care for patients in isolation if there is a definitive diagnosis, the patient is not diagnosed or suspected to have a **Category A** pathogen, and with instructor/preceptor approval.
3. Students should notify his/her clinical instructor immediately if a patient with a **Category A** pathogen (or one that has a *possible* diagnosis of **Category A** pathogen) is on the unit to which the student is assigned.

Category A pathogens are those organisms/biological agents that pose the highest risk to national security and public health because they:

- can be easily disseminated or transmitted from person to person
- result in high mortality rates and have the potential for major public health impact
- might cause public panic and social disruption
- require special action for public health preparedness

Examples of **Category A** diseases/pathogens are: anthrax, botulism, Dengue, Ebola, and Marburg

4. Students should notify his/her clinical instructor if he/she has had exposure to anyone with a **Category A** pathogen, whether through travel to a foreign country or a visiting family member or friend.

www.niaid.nih.gov

Weatherford College

Health & Human Sciences Division

**PROGRAM-TO-PROGRAM TRANSFER
PROCEDURE STATEMENT**

Title: PROGRAM-TO-PROGRAM TRANSFER

Purpose:

To establish guidelines for the regulation of students who desire to transfer within Health and Human Sciences Division of Weatherford College.

Statement:

- A. A student, enrolled in a Weatherford College Health and Human Sciences Program, may transfer to another Weatherford College Health and Human Sciences Program under the following circumstances:
 - 1. The student is in good standing and
 - 2. The student is not on probation for a non-academic issue. and
 - 3. The student has withdrawn from a program while in good standing, and
 - 4. The student obtains a letter of recommendation from the prior Health and Human Sciences program director.
 - 5. The student must meet the requirements of the program to which they are transferring and receives acceptance from the respective program director.

- B. Any student who requests to transfer into another Weatherford College Health and Human Sciences program must meet all the specific admissions requirements for that program. Prior admission into a Weatherford College Health and Human Sciences Program does not guarantee admission into another program.

Weatherford College Health and Human Science Division ***Alcohol/Substance Testing Procedure***

If the student arrives to any program related activity and is suspected of being under the influence of alcohol or drugs (including prescription drugs), the student must submit to a specified 10 panel urine or blood screen and blood alcohol testing at his/her own expense. Failure to submit to the screen will result in dismissal from the program.

Suspicion of impairment includes but is not limited to the following:

- Behavioral abnormalities
 - Euphoria
 - Excitation
 - Drowsiness
 - Disorientation
- Altered motor skills
 - Poor perception of time and distance
- Drunken behavior with or without odor
- Constricted or dilated pupils
- Altered respiration

Students suspected of being impaired will remain at the school or clinical site until the Program Director or designee makes arrangements for the student to be transported to a predetermined laboratory for screening. The student is responsible for all costs related to the transport and screening. The drug screen must be performed at a specified site in a timely manner. Students that refuse to follow program directives and /or refuse to submit to a drug/alcohol screening will be immediately dismissed from the program. In addition, students will not be allowed to leave the classroom or clinical site without being transported by a responsible adult (excluding Weatherford College faculty). Students that choose to leave without a school supervised transport or a responsible adult transport will be reported to law enforcement. The student will not be allowed to participate in program related activities until the results from the tests are complete. Absences will be accrued during this time period.

If a student is involved in an inaccurate Schedule II/Schedule III controlled substance count at a clinical facility during a clinical rotation, the student will also be subject to submission of drug screening at the student's expense.

The following represents values that are to be considered "positive" for alcohol impairment:

Urine specimen 0.02%

Blood specimen 0.01%

Any value higher than 0.00% will be considered as positive for any other drug.

If a student's test results are positive, they will be dismissed from their respective program and will not be reinstated to that program or any other Health and Human Sciences Program at Weatherford College. If the student's test results are negative, the accrued absences related to the specific incidence, will be dismissed and the student will suffer no punitive consequences.

This drug testing is not being undertaken for any law enforcement purpose in order to avoid the more stringent requirements of the Fourth Amendment associated with law enforcement related searches.

Weatherford College Health and Human Science Division
Leave of Absence Policy

A leave of absence may be considered when a student is absent greater than 5 clinical days or 5 class/lab days within a semester. A leave of absence may include, but is not limited to emergency medical reasons, pregnancy, jury duty, or military leave. The student is required to notify the program director of the leave of absence prior to the expected leave and official documentation must be submitted for program documentation. If the leave of absence is due to an unexpected injury/accident, notification of the incident must be communicated to the program director within 48 hours by either the student or a family member and documentation must be submitted as soon as possible, but no later than the first day of the student's return. Each leave of absence will be handled on a case-by-case basis and clinical hours/assignments will be made up at the discretion of the program director; however some absences may result in the inability of the student to progress in the respective program. The possibility of readmission with the following cohort may be considered.

In cases of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions, the college will provide students with reasonable adjustments that may be necessary due to the pregnancy.

Weatherford College
Health & Human Sciences Division
PROCEDURE STATEMENT

RELIGIOUS HOLY DAYS

Procedure Title: **RELIGIOUS HOLY DAYS**

Procedure Purpose:

To establish guidelines to allow student utilization of Religious Holy Days

Procedure Statement:

A. In accordance with state law HB 256, Texas Education Code §51.911, Weatherford College Health and Human Sciences programs shall allow an excused absence to students for the observance of a "religious holy day," defined as a holy day observed by a religion whose places of worship are exempt from property taxation under section 11.20, Tax Code.

B. A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

C. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination. The following conditions apply:

Education Code 51.911

1. The notification is in writing, either delivered personally with receipt of the notification acknowledged and dated by the instructor, or by certified mail-return receipt requested.
2. Assignments or examinations missed during the absence will be completed within a reasonable amount of time as determined by the program director.

Additional Guidelines:

1. It is a day of obligation generally requiring followers of the faith to miss class/work.
2. The date occurs on, or includes a weekday (dates that occur when classes do not meet are not included).
3. Days of religious observance falling on semester breaks or on scheduled college holidays are not included.

Sources:

Texas A & M Student Rule 7, Appendix IV, revised 2005
Tarrant County College Handbook
SUMMARY OF ENACTMENTS--78th LEGISLATURE-Texas

Weatherford College Health and Human Science Division

Incident Categories

Section I

Any student committing any Section I offense will be subject to disciplinary action, up to, and including immediate removal from the program. Section I offenses include but are not limited to.

- a. Falsification, incomplete, and/or alteration of patient, facility, student, college, or publisher records, as well as websites for resource materials.
- b. Representing self as any person other than a WC Health & Human Sciences student to gain access to secured resources intended for instructor uses.
- c. Participating in any form of conduct that is fraudulent, defamatory, or creates a conflict of interest.
- d. Participating in illegal or unethical acts.
- e. Utilizing any resources, including but not limited to study guides, test banks, and/or exam related material without the consent of WC Health & Human Sciences faculty
- f. Theft of personal, college, or facility property
- g. Insubordination or failure to follow direct orders or assignments of program faculty or designated supervisor that has the potential for or results in harm to the patient.
- h. Failure to adhere to any written policies and or procedures of Weatherford College or any affiliated clinical agencies that has the potential for or results in harm to the patient.
- i. Being under the influence of illegal drugs and/or alcohol during any program-related situation or bringing said substances into the facility or consuming these substances while on facility property. Students are subject to drug screening for just cause and at the student's expense (See Alcohol/Substance Testing Procedure)
- j. Demonstrating noticeable physical and/or cognitive impairment due to substance misuse while participating in any school sponsored event.
- k. Any unauthorized release of patient-related information or photocopying of patient records. Confidentiality must be maintained at all times in accordance with HIPAA regulations.
- l. Failure to demonstrate the ability to function as a team member in class or clinical.
- m. Failure to render a minimal, safe standard of care; or unethical patient care, as determined by the program faculty.
- n. Involvement in illegal drug use or any of the following:
 1. Felony convictions/deferred adjudications
 2. Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse), illegal use or distribution of drugs.
 3. Misdemeanor convictions or deferred adjudications related to moral turpitude (prostitution, public lewdness/exposure, theft under \$1,500, computer crimes of fraud, etc.)
 4. Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances.
 5. Registered sex offenders
 6. OIG, GSA, OFAC, and Medicaid Sanctions
 7. U.S. Terrorist suspected list
 8. Pending charges and warrants for arrest.
- o. Disruptive or abusive behavior on or off campus during college related activities.
 1. Use of foul language.
 2. Inappropriate display of anger
 3. Verbal, mental, or physical abuse including sexual harassment.
- p. Representing self as Health and Human Sciences student, in clinical facilities/activities when not involved in school sponsored activities.

- q. Entering a clinical facility during unapproved hours representing self as a Weatherford College Health and Human Science student.
- r. Giving medications or conducting diagnostic testing without consent of instructor/preceptor and/or without a physician order
- s. Accepting gifts from clients or families
- t. Failure to follow program specific clinical absence policy (no call, no show)
- u. Academic dishonesty including cheating, collusion or plagiarism.
- v. A verbal act or physical act of aggression against another person on facility or college premises
- w. Deliberate destruction or damage to facility, college, patient, student, visitor or employee property
- x. Commits patient and/or clinical assignment abandonment by leaving or being unavailable to your assigned area or facility during clinical time without authorization of the educational coordinator or preceptor at the clinical site and a faculty member in the Weatherford College Health and Human Science Division (according to program specific guidelines)
- y. Expulsion from the clinical site due to unprofessional, unethical, or egregious behavior.

Section II

Any student committing any Section II offense will be subject to the following disciplinary considerations.

- 1st incident – probation
- 2nd incident – dismissal from the respective program

Section II offenses include but are not limited to:

- a. Causing damage to college, clinical facility or patient property through negligence
- b. Causing injury or potential harm to a patient, staff, visitor, peer or instructor through negligence
- c. Insubordination or refusal to obey an order (not resulting in harm to a patient)
- d. Removal from the clinical site at the request of the clinical site personnel with the possibility of transfer to another site

Section III

Any student committing any Section III offense will be subject to the following disciplinary considerations.

- 1st offense – Written reprimand
- 2nd incident – Probation
- 3rd incident – Dismissal from the respective program

Section III offenses include but are not limited to:

- a. Leaving or being unavailable to your assigned area or facility during clinical time without authorization of the educational coordinator or preceptor at the clinical site and a faculty member in the Weatherford College Health and Human Science Division (not resulting in patient and/or job abandonment)
- b. Substantiated complaint from any clinical site or college faculty of inappropriate/unprofessional behavior or appearance
- c. Failure to follow Weatherford College Health and Human Science, respective programmatic policy or clinical facility rules or policies (not resulting in patient harm)
- d. Failure to report an absence from clinical rotations in the proper manner (other than no call no show)
- e. Failure of a student to maintain personal hygiene and/or dress code.

Weatherford College Health and Human Sciences reserves the right to define additional Section I, II, and III offences on a case-by-case basis as determined HHS Program Directors and the Dean of Health and Human Sciences.

ALL OFFENSES ARE CUMULATIVE THROUGHOUT THE PROGRAM

APPEAL PROCEDURE

A student may appeal an Incident Form action to the Program Director. If the student is not satisfied with the decision, he/she may initiate an appeal through the instructional chain of command (divisional Dean) and/or Student Appeals Committee. This process will be facilitated by the Program Director.

**WEATHERFORD COLLEGE HEALTH AND HUMAN SCIENCE DIVISION
INCIDENT FORM**

During the _____ program it is important that serious problems be documented. This form must be placed in the student's file within 10 business days of the incident.

Student Name _____

Student ID # _____

Date of Incident _____ Location _____

Description of Events/Disciplinary Action

Signature of person filing report _____ Date _____

Category of Incident: _____ I _____ II _____ III

THIS SECTION FOR COLLEGE USE ONLY

Incident appealed: Yes _____ No _____

If yes, attach results of appeal and the action taken by the college to this sheet.

Student Signature _____ Date _____

Program Director Signature _____ Date _____

Medical Director _____ Date _____
(If incident involves patient care)

TECHNICAL PROGRAM GRIEVANCES

Student issues related to technical program academic or disciplinary responses will route to the program area's instructional dean, who shall function as the vice president's designee in these matters. When the dean's intervention does not resolve concerns, the appeal will route to the Student Appeals Committee.

APPEALS PROCEDURE

College policy dictates that a student subjected to academic or disciplinary response may appeal the ruling before the Student Appeals Committee. If dissatisfied with the judgment of the Appeals Committee, the student, complainant, or the administrative officer of the College may appeal to the College President for a disposition of the case.

STUDENT APPEALS

Students have the right to a fair hearing. Procedural requirements are not as formal as those existing in the civil or criminal courts of law. Weatherford College will follow the procedures listed below to ensure fairness to all.

APPEALS COMMITTEE:

In cases where the accused student disputes the facts and/or penalties upon which the charges are based, the Student Appeals Committee shall hear such charges. The Student Appeals Committee will be comprised of three faculty representatives, one Student Services Administrator, one Student Advisor, and one student government representative. When appropriate, the appeals committee will include one or more branch campus/education center representatives. The committee shall preside over a fair hearing for the student and the institution's administration. Counsel may represent the student and the institution at the appeals.

NOTICE:

The appeals committee shall notify the accused student by letter, telephone, or email of the appeals date, time, and location. Unless the student and the appeals committee otherwise agree, the appeals shall take place within seven class days after the letter's date. If the student has been suspended, the appeals shall take place as soon as possible.

CONTENTS OF THE

NOTICE: The notice shall:

1. Direct the student to appear at a specified time, date, and location.
2. Advise the student of their rights:
 - To be represented by counsel at the appeals.
 - To call witnesses, request copies of evidence in the District's possession, and offer evidence on their behalf.
 - To have the appeals recorded verbatim and have a stenographic digest made of the recording.
 - To ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who will testify against the student and a description of documentation and other evidence that will be offered against the student.
4. Contain a copy or description of the complaint in sufficient detail to enable the student to prepare their defense against the charges.
5. State the proposed consequences or range of consequences that may be imposed.

FAILURE TO APPEAR FOR HEARING:

Except in cases of a student charged with failing to comply with College authority, no student may be found to have violated programmatic rules/regulations solely because the student failed to appear before a disciplinary body. In all cases, the information supporting the charges shall be presented and considered.

HEARING PROCEDURE:

The appeal shall proceed as follows:

1. The appeal chairperson shall read the complaint.
2. The appeal chairperson shall inform the student of their rights.
3. The designated official or representative shall present the institution's case.
4. The student or representative shall present their defense.
5. The designated official or representative shall present rebuttal evidence.
6. The designated official or representative shall summarize and argue the institution's case.
7. The student or representative shall summarize and argue their case.
8. The designated official or representative shall have an opportunity for a rebuttal argument.
9. The hearing committee may take the matter under advisement for 24 hours before rendering a decision unless more time is needed to conduct further investigation, as determined by the committee chair. The decision shall be made by a majority vote.
10. The decision shall be communicated to the student in writing within 15 business days of the hearing.
11. The appeal Chairperson may approve deviation to an appeal proceeding if it does not alter the hearing's fundamental fairness.

EVIDENCE:

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply; the appeal chairperson may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The appeal chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence.
2. At the appeal, the College District shall be required to provide evidence that the charges are accurate.
3. A student may not be compelled to testify.
4. The appeal committee shall decide the issue and determine an appropriate penalty, when indicated, solely based on the hearing evidence.
5. A tape recording shall be made of the appeal. Committee deliberations will not be recorded. A stenographic digest of the recording shall be made at the student's expense if needed for an appeal. The student may request and shall be given provided a copy of the digest. A student defendant or their representative may listen to the tape recording and compare it with the digest. At their expense, a student may have a stenographer present at the hearing to make a stenographic transcript of the hearing.

DECISION:

The appeals committee shall render a written decision as to the accused student's guilt or innocence of the charges. The committee may either uphold the prior determination or alter it, in total or part, at its discretion. If the committee finds the student guilty, it shall include facts in support of its decision. The Vice President of Academics and Student Services or designee shall administer the penalty if any.

PETITION TO THE COLLEGE PRESIDENT

Within ten College District business days of receiving notice of the appeal committee's decision, a student may petition in writing the College President to review the decision. The student's petition shall state with particularity why the decision is believed to be incorrect. After receiving notice of the appeal, the appeals committee chairperson shall forward all evidence considered during the hearing, the audio recording of the hearing, and the digest of the hearing, if applicable, to the College President.

The College President shall hold a conference with ten College District business days after the appeal notice is filed. At the conference, the student may provide information concerning any documents or data referenced by the committee. The College President may set reasonable time limits for the conference. The conference shall be audio recorded.

The College President shall provide the student with a written response, stating the basis for the President's decision, within ten College District business days following the conference. In reaching a decision, the College President may consider the evidence included in the student's petition, provided during the conference, and forwarded by the committee chairperson. The College President may affirm, modify, remand, or reverse the appeals committee's decision.

If the College President affirmed or modified the appeals committee's decision or if the time for a response has expired, the student may appeal the decision to the College Board of Trustees. The appeal notice must be filed in writing, on a form provided by the College District, within ten College District business days after receipt of the College President's written response, or, if no response was received, within ten College District business days of the response deadline.

EXPULSION HEARING

If the Vice President of Academics and Student Services or designee determines that the student's misconduct warrants expulsion [see Charges and Hearings, above], the Board shall convene to conduct an expulsion hearing. The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board. The notice shall contain the contents described at Appeals Committee—Contents of Notice, above.

The College President or designee shall provide the Board the documentation presented by the College President.

The Board shall proceed according to the procedures set out at Appeals Committee—Failure to Appear for Hearing, Appeals Procedure, and Evidence, above. In an appeal to the Board of Trustees, the Board shall be understood to serve as the committee, and the presiding officer of the Board substituted for the committee chairperson.

HEARING RECORDS:

The disciplinary records and proceedings shall be kept confidential and separate from the student's academic record.

PTA PROGRAM STUDENT CONTRACT

To facilitate student clinical training, the College and PTA student agree to the following contractual policies, and unmentioned policies not covered herein, but addressed in the WC Student Handbook.

1. The PTA Program will:
 - a. Provide the student with adequate instruction and clinical experience, and establish course requirements.
 - b. Provide the student with learning objectives and hands-on experience as part of the program of instruction.
 - c. Provide academic and career counseling to the student when sought by the student or required in the faculty's opinion.
 - d. Provide the student with current, sufficient information about clinical and performance standards, and any specific clinical requirements.
2. The Student will:
 - a. Carry liability insurance as required by the College.
 - b. Carry personal health insurance. The student is required to present proof of compliance in accordance with the policy outlined in the student handbook.
 - c. Be in good health and notify school of any physical limitations or problems that could affect the students learning.
 - d. Provide current evidence of having met the health immunizations requirements by the deadline given. Any additional clinic-specific requirements must also be documented as met. Any cost involved with meeting these requirements is borne by the student.
 - e. Submit to a criminal background check and urine drug screen in accordance with policies outlined in the student handbook.
 - f. The student will adhere to the school dress codes and clinical dress codes. Of importance is the reality that dress codes on campus are seldom the dress code of a professional business.
 - g. Adhere to rules and regulations of the clinical or campus facility.
 - h. Notify clinical supervisor and DCE of his or her impending absence and arrange for a make-up time to complete required hours of work or tasks.
 - i. Provide and pay for his or her own transportation to and from the clinical, campus or designated place of work. This also means that any special driving license or permits, to include a valid driver's license will be obtained by the student.
 - j. Pay for any related expenses such as housing, meals, name tag, uniforms, and other work-related items if required.
 - k. Abide by the hours of the assigned classes or clinics. Conflicts with class or clinic hours must be directed to the class instructor or clinic director for resolution. The student is required to seek out and inform the necessary faculty about such conflicts.
 - l. Not be involved in the use of any non-prescribed drugs, the use of excessive alcohol, or any conduct bringing discredit upon the PTA Program or its affiliates. Such behavior constitutes grounds for immediate dismissal from the PTA Program.
 - m. Maintain current CPR certification (Healthcare Provider).
 - n. Adhere to all PTA Program guidelines for students.

STUDENT AGREEMENT

I have received, read, and understand the policies, procedures, statements, and contract contained in the 2023-2024 Physical Therapist Assistant Student Handbook.

I understand that I will function as a patient simulator in lab activities as described in the Laboratory Policies & Procedures, and I consent to receiving treatment procedures provided by fellow PTA Program students. I further understand that it is my responsibility to inform the laboratory instructor immediately if I have a condition for which performing a laboratory procedure could be potentially harmful so that proper accommodations can be made.

I do elect to abide by these policies in pursuit of my goal to become a graduate physical therapist assistant.

I do have the motivation and the desire needed and by signing below, make a definite commitment to the program, for the duration of the program.

Student Signature

Date

Printed Name

STUDENT CONFIDENTIALITY STATEMENT

I am aware of the need and responsibility to protect the confidentiality of all information as it relates to the patients/clients, physicians, and staff/affiliates of the clinical affiliations to which I am assigned.

I am also aware of the need for confidentiality as it relates to any and all computerized information within clinical affiliations. I agree to keep this pledge to maintain the trust of the patients/clients, physicians, and staff/affiliates of the affiliations by keeping all information within the confines of the concerned affiliations, as well as within the Physical Therapist Assistant Program of Weatherford College.

I agree to refrain from releasing any patient/client, physician, or affiliation information except in accordance with Weatherford College Physical Therapist Assistant Program and affiliation policies. I also agree not to install any software in affiliation computers or use any assigned security codes in any capacity except that which they are expressly designed. I also understand that any e-mail or Voice Mail must be reviewed by affiliation staff/affiliates/management and/or Weatherford College Physical Therapist Assistant faculty.

Student Signature

Date

Printed Name