



# **Department of Physical Therapy**

**DPT Student Handbook**

**2024-2025**

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**East Carolina University  
Department of Physical Therapy  
Doctor of Physical Therapy Program**

Welcome to the ECU DPT program. This DPT Student Handbook contains information that is essential to your success here, as well as some names, places, websites, etc. that should make your adjustment to life as an ECU DPT student a bit easier. After reading this information and reviewing some important parts of this handbook during orientation, you will be asked to read and sign the final page stating that you understand the information contained herein. Any changes made to this handbook while you are a student will be presented to you for an additional signature.

**Faculty, Associated Faculty, and Staff**

Amy Gross McMillan, PhD, PT, Professor and Chair, DPT Program Director  
Alex Durland, DPT, PT, OCS, CSCS, Clinical Professor  
Michael Garrison, PT, DSc, OCS, SCS, Clinical Associate Professor  
Ted Graber, PhD, Assistant Professor  
Sarah Johnson, DPT, PT, COMT, OCS, Clinical Professor, Director of Clinical Education (DCE)  
Chia-Cheng Lin, PhD, PT, Associate Professor  
Christine Lysaght, DPT, PT, ATP, CSCS, Clinical Professor  
Stacey Meardon, PhD, PT, Associate Professor  
Swati Surkar, PhD, PT, Assistant Professor  
Erzsebet Szatmari, PhD, Assistant Professor  
Amy Wedge, DPT, PT, NCS, CBIS, Clinical Assistant Professor  
John Willson, PhD, PT, Associate Professor  
Shellie Zsoldos, DPT, PT, Cert MDT, COMT, Clinical Associate Professor  
Susanne van der Veen, PhD, Assistant Professor

**Associated Faculty**

Stephanie Slayton, DPT, PT, CWS, ECU Health  
LaTanis Dickens, PT, DPT  
Craig Wuthrich, PhD, ECU Brody School of Medicine, Dept. of Anatomy and Cell Biology

**Administrative Staff**

Shay Rosario Gheorghiu

## Department Program Overview

### Program History

In 1970 the Department of Physical Therapy and the undergraduate BSPT program at East Carolina University was established. It began with a faculty of three and graduated five students in 1972. It has since expanded to a faculty of 14 and a graduating class of 30.

In 1989, the Board of Governors granted the University permission to plan an entry-level master's degree program in Physical Therapy. In 1995, the University and General Administration of the University of North Carolina System approved the MPT curriculum and program. The first MPT class was admitted in the spring of 1996. In November 2004, the Board of Governors approved requests to establish a Doctor of Physical Therapy degree at East Carolina University. The DPT program began May 2005 and was fully accredited by the Commission on Accreditation of Physical Therapy Education. The first DPT class graduated in May 2008.

The ECU PT program has a long history of a strong commitment to entry-level PT education, research, scholarship, and service to the institution, the community and the profession. Graduates are recognized for their advanced preparation and professional abilities in musculoskeletal, neuromuscular, cardiopulmonary and integumentary systems. The faculty members are accomplished academic professionals and distinguished in their respective disciplines/clinical specialty areas. All faculty have doctoral degrees in fields important to physical therapy. They represent specialty certifications and professional concentrations in the PT disciplines of pediatrics, geriatrics, neurologic rehabilitation, prosthetics, orthotics, sports medicine, orthopedics, industrial and occupational rehabilitation, and chronic pain. Faculty have distinguished records of research, scholarship and professional leadership in organizations within the state, the nation, and internationally. As one of the founding health professions programs at East Carolina University, the faculty has served the institution as leaders in the development and advancement of multiple allied health professional programs.

### Program Educational Philosophy

The educational philosophy is founded upon the recognition that:

- Health care is the right of all individuals;
- Individuals are unique and health care must consider the total needs of the individual;
- The physical therapist is a self-directed professional who is ethically and legally responsible for the quality assurance of the practice of the profession; and
- The physical therapist has the responsibility to pursue lifelong learning and to strive for the improvement of the delivery of physical therapy through the application and support of applied and basic science research.

In addition to the mastery of skills specific to the evaluation and application of therapeutic techniques, physical therapy is a science-based profession dependent upon the integrated knowledge of the basic, psychosocial, and clinical sciences.

### Program Goals

The overall goal of the ECU DPT program is to prepare students to become physical therapy clinicians capable of practicing as generalists in a variety of settings. Graduates will also have opportunities to develop special skills and consultative capabilities in the areas of clinical practice, administration, and education.

Upon completion of the program, the graduate will be able to:

- Make professional, evidenced-based decisions with respect to patient examination and evaluation.
- Determine a prognosis and develop a plan of care.
- Administer and modify a plan of care according to interprofessional needs and a patient's social, cultural, and economic needs.
- Maintain legal, ethical, and professional standards of patient care.
- Apply critical thinking skills to all aspects of professional practice.
- Utilize effective and efficient written and oral communication in professional practice.
- Integrate cultural sensitivity into all aspects of practice.
- Provide education to patients and families.
- Delegate, cooperate, and lead in physical therapy clinical settings.
- Accept learning as a lifelong process essential to the professional responsibilities of the physical therapist.

### Program in a Snap-Shot

Degree: DPT 106 credit hours

Accreditation Status: Full Accreditation, Commission on Accreditation of Physical Therapy Education

Length: The program is three years, including summers. There are 32 weeks of clinical education.

Start and completion: Program starts mid-May (11-week summer session). Graduation occurs in early May. See ECU Academic Calendars online for details.

Annual admissions: 30 students representing  $\geq 90\%$  in-state; total student body = 90.

Registration: The administrative assistant in the department main office will register DPT students for all courses. Students and their authorized users will receive email notifications from cashier@ecu.edu when a new billing statement is available for review online. For more information, please visit [http://www.ecu.edu/financial\\_serv/cashier/](http://www.ecu.edu/financial_serv/cashier/)

### National Physical Therapy Exam

Students are eligible to register for and take the NPTE *only* after completing all graduation requirements for the DPT program. ECU graduates typically take the NPTE in July.

## General Information for New Students

### ECU DPT Curriculum

#### First Year (credits)

##### 11-week Summer Session

- PTHE 8008 Gross Anatomy (5)
- PTHE 8007 Functional Anatomy (3)
- PTHE 8009 Psychosocial Aspects of Physical Therapy (2)

##### Fall Semester

- PTHE 8100 Musculoskeletal Physical Therapy I (4)
- PTHE 8101 Neuroscience (5)
- PTHE 8103 Introduction to Patient Care I (2)
- PTHE 8104 Human Physiology and Pathophysiology (3)
- PTHE 8702 Research Design (3)

##### Spring Semester

- PTHE 8105 Introduction to Patient Care II (2)
- PTHE 8200 Clinical Biomechanics (3)
- PTHE 8201 Electrotherapeutic Diagnosis and Treatment (3)
- PTHE 8301 Motor Control & Movement Disorders (3)
- PTHE 8203 Clinical Education I (6 weeks) (3)
- No Spring Break

#### Second Year (credits)

##### 11-week Summer Session

- PTHE 8102 Physical Therapy Modalities and Instrumentation (2)
- PTHE 8300 Musculoskeletal Physical Therapy II (3)
- PTHE 8302 Adult Therapeutic Intervention I (4)

##### Fall Semester

- PTHE 8501 Prosthetics (2)
- PTHE 8502 Muscle Physiology (3)
- PTHE 8703 Geriatric Physical Therapy (3)
- PTHE 8801 Seminar in Physical Therapy (Seminar Intro) (1)
- PTHE 8403 Clinical Education II (8 weeks) (4)
- No Fall Break

##### Spring Semester

- PTHE 8401 Pediatric Therapeutic Intervention (3)
- PTHE 8402 Adult Therapeutic Intervention II (4)
- PTHE 8500 Musculoskeletal Physical Therapy III (4)
- PTHE 8907 Research Concentration (Experimental Design) (2)
- Electives (students will choose one from those being offered)
  - PTHE 8900 Advanced Concepts in Sports Physical Therapy (2)
  - PTHE 8901 Advances in Muscle Research (2)
  - PTHE 8902 Advances in Lower Extremity Evaluation (2)
  - PTHE 8904 Advances in Prosthetics and Orthotics (2)



PTHE 8905 Advanced Seminar in Evidenced Based Practice (2)  
PTHE 8908 Advanced Topics in Pediatric Physical Therapy (2)  
PTHE 8909 Geriatric Balance Gait Disorders (2)  
PTHE 8910 Muscle Plasticity (2)  
PTHE 8911 Advanced Concepts in Spine & Manual Therapy (2)  
PTHE 8912 Pain Mechanisms and Treatment (2)  
PTHE 8913 Measurement and Analysis of Human Movement (2)  
PTHE 8914 Advanced Vestibular Rehabilitation (2)  
PTHE 8915 Pathomechanical Approach to Treatment of the Injured Runner (2)

### Third Year (credits)

#### 11-week Summer Session

PTHE 8603 Clinical Education III (8 weeks) (4)  
PTHE 8907 Research Concentration Data Collection) (2)  
PTHE 8907 Research Concentration (Data Reduction) (2)

#### Fall Semester

PTHE 8700 Cardiovascular and Pulmonary Rehabilitation (3)  
PTHE 8701 Administration of Physical Therapy Services (3)  
PTHE 8704 Health Promotion for Physical Therapists (2)

#### Electives (students will choose one from those being offered)

PTHE 8900 Advanced Concepts in Sports Physical Therapy (2)  
PTHE 8901 Advances in Muscle Research (2)  
PTHE 8902 Advances in Lower Extremity Evaluation (2)  
PTHE 8904 Advances in Prosthetics and Orthotics (2)  
PTHE 8905 Advanced Seminar in Evidenced Based Practice (2)  
PTHE 8908 Advanced Topics in Pediatric Physical Therapy (2)  
PTHE 8909 Geriatric Balance Gait Disorders (2)  
PTHE 8910 Muscle Plasticity (2)  
PTHE 8911 Advanced Concepts in Spine & Manual Therapy (2)  
PTHE 8912 Pain Mechanisms and Treatment (2)  
PTHE 8913 Measurement and Analysis of Human Movement (2)  
PTHE 8914 Advanced Vestibular Rehabilitation (2)  
PTHE 8915 Pathomechanical Approach to Treatment of the Injured Runner (2)

#### Spring Semester

PTHE 8801 Seminar in Physical Therapy (Seminar Advance) (1)  
PTHE 8803 Clinical Education IV (10 weeks) (5)  
PTHE 8907 Research Concentration (Data Analysis) (2)  
PTHE 8907 Research Concentration (Data Interpretation) (2)

**PLEASE NOTE THAT THE ECU DPT PROGRAM INVOLVES THREE (3) FULL YEARS OF STUDY AND CLINICAL WORK. Students should expect to be present on campus for the entire three-year period, excluding scheduled breaks and full time clinical experiences away from campus.**

### Graduation Requirements

In order to graduate from the DPT program, students must:

1. Complete all course work in a satisfactory manner (see "Grading, Retention, and Promotion"), including all four clinical affiliations.

2. Complete a research/capstone project under guidance of a faculty mentor, including an oral or poster presentation that will be evaluated by the faculty. This typically occurs on “Reading Day” of final spring semester. Graduating students are expected to be present for the entire CAHS Research Day.
3. Achieve an *overall score of 70% or above* on the Scorebuilders comprehensive exam AND *70% on at least three of the five sections* of the exam (Musculoskeletal, Neuromuscular, Cardiopulmonary, Other Systems, Non-systems). The comprehensive exam is written in the same format and covers the same material as the National Physical Therapy Exam. If students do not meet these requirements on this first exam, they will take a *second, different* Scorebuilders exam and must achieve an overall score of >70% and 70% on at least three of the five sections. Students who do not meet the requirements on this second exam will complete a written assignment related to those content areas where they scored <70%.

### Tuition and Fees

Tuition rates are reviewed by the ECU's Board of Trustees and the Board of Governors of the University of North Carolina System and set annually by the North Carolina legislature. Fees are reviewed and approved by the University's Board of Trustees with final approval pending the Board of Governors of the University of North Carolina System review.

Tuition and fees are billed by the semester for fall and spring terms and by credit hour for summer terms. Nine or more credit hours is considered full-time for graduate students in fall and spring. Six or more credit hours are considered full-time for summer term for graduate students. All DPT classes will be assessed an additional \$115.55 per credit hour DPT Tuition Differential – this is charged per credit up to 9 credits (i.e., capped at \$1040/semester). Please see link for current tuition and fees: <https://pt.ecu.edu/wp-content/pv-uploads/sites/412/2021/06/2023-24-dpt-student-financial-fact-sheet.pdf>

**NOTE:** Students with unpaid university accounts will not be allowed to register for classes or graduate. The department has no authority to override this policy.

**Additional Fees and Expected Expenses (NOTE: these are estimates; fees can change)**

- **Mandatory Health Insurance:** Please visit [www.bcbsnc.com/student](http://www.bcbsnc.com/student) to waive out, enroll, or find more information about the Student Health Insurance Plan (more information below under “Health Insurance”).
- **Clinical Education costs** (see ECU Clinical Education Handbook for details): \$3000-3500 total for 32 weeks including room, board, and transportation.
- **CPR Certification:** approximately \$50
- **Vaccinations/titers/TB tests:** approximately \$150
- **Criminal background checks, drug testing:** approximately \$100
- **Scorebuilders Licensure Exam Review book:** approximately \$100 (see updated pricing at [www.scorebuilders.com](http://www.scorebuilders.com) )
- **Student Name Tags:** \$9.00
- **APTA membership (required):** approximately \$90 per year.
- **Students will be required to complete criminal background checks, drug screens, and immunization records and upload information on Castle Branch, an online compliance management platform.** Initial cost for student profiles will be approximately \$103
- **We use Exxat software system to manage our clinical education placements.** This will require each student to establish an account with Exxat. Cost is \$150.

## Financial Aid

Contact the ECU Financial Aid Office at 252-328-6610 or 252-737-6610: <https://financialaid.ecu.edu/>

You may apply for aid before you receive your admission decision, however; you will not receive an award notification until you have been admitted into a degree seeking program of study at East Carolina University. To ensure that East Carolina University receives your FAFSA information, please be sure to include ECU's Federal School Code 002923 on your FAFSA.

A limited number of departmental and college-wide scholarships are available each year. Students apply online through ECUAward, during late fall/early spring. Please visit the websites at:

PT:

<https://ecu.academicworks.com/opportunities?utf8=%E2%9C%93&term=physical+therapy&commit=Search>

CAHS:

<https://ecu.academicworks.com/opportunities?utf8=%E2%9C%93&term=allied+health&commit=Search>

## Health Insurance

All ECU students in graduate degree programs are required to have personal health insurance if enrolled in 3 or more credit hours (see <https://www.ecu.edu/prr/11/40/02>). Students must show evidence of an existing creditable health insurance policy, buy their own health insurance policy outside the university, or purchase the university-sponsored plan. The university plan is a very affordable health insurance plan with robust benefits.

Waive out or you are in! Students with an existing creditable health insurance policy can waive out of the university plan easily and quickly online. It is the student's responsibility to complete the waiver online. Waivers or enrollment must be completed by September 10 for fall semester and January 31 for spring/summer semester. ***If you do not waive out, you will be automatically billed for the Student Health Insurance Plan.*** You do not have to waive in or out for your first summer semester.

You should be able to enroll before the fall semester begins; however, your coverage will not start until August 1<sup>st</sup>. If you enroll to be covered for fall and spring, your coverage will include the following summer.

Please visit [www.bcbsnc.com/student](http://www.bcbsnc.com/student) to waive out, enroll, or find more information about the Student Health Insurance Plan.

## Disability Support Services

Students requesting disability accommodations from the University are required to self-identify. Students should complete the required "Request for Accommodation" form, which is available online at <https://accessibility.ecu.edu/students/>. Once approved, faculty will be informed via email that student qualifies for accommodations, and what those accommodations involve. It is the responsibility of the student to notify all instructors (in person or via email) at the start of each semester if they have/will use accommodations. Testing for those with accommodations is typically performed at the testing center in Health Sciences Student Center.

### Graduate Research/Clinical Assistantships

A limited number of assistantships are typically available to DPT students for one or two years of the program. Those selected for these positions are assigned to a faculty mentor to assist in his/her research, or to assist in clinical or other tasks. Graduate Research/Clinical Assistants will be selected from interested students by individual faculty members based on availability and student's prior performance in the curriculum. Further details about these positions and the application process will be provided to DPT students before their 2<sup>nd</sup> summer session in the program.

All GAs must maintain good academic standing. GA/CA positions will be forfeited if cumulative GPA in the DPT program falls below 3.0.

### Equal Opportunity Statement

“East Carolina University (ECU) is committed to equality of opportunity and prohibits unlawful discrimination based on the following protected classes: race/ethnicity, color, genetic information, national origin, religion, sex (including pregnancy and pregnancy related conditions), sexual orientation, gender identity, age, disability, political affiliation, and veteran status (Protected Class)”.

Notice of Nondiscrimination and Affirmative Action Policy	<a href="http://www.ecu.edu/prr/05/25/02">http://www.ecu.edu/prr/05/25/02</a>
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### Affirmative Action Obligations Statement

“Pursuant to its obligation under applicable federal law, the University will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin and to employ and advance in employment qualified employees and applicants who are protected veterans and individuals with disabilities at all levels of employment.” <https://www.ecu.edu/prr/05/25/02>

### APTA Membership

Students are required to join the American Physical Therapy Association (APTA) in order to access certain information for courses and the many other benefits of membership. Please go to [www.apta.org](http://www.apta.org) to learn about these benefits and to begin your professional membership.

### Physical Therapy Club

The Physical Therapy Club is an ECU registered student organization consisting of members of all three DPT classes and represents physical therapy both on and off campus. Through the PT Club, students participate in a variety of professional development, service, and social activities. Funds paid through student fees can be requested for certain club activities. The PT Club also conducts fundraising activities to support the mission of the club, to support selected non-profits such as our Student Run Clinic, and to defray the costs related to the graduate research symposium which occurs towards the end of the program. Dr. Sarah Johnson acts as faculty advisor to the PT Club. While membership is not mandatory, it is strongly recommended given the many benefits provided. The current officers will hold a general membership meeting during the first summer session to introduce the incoming students to the PT Club and its benefits.

The following is an example of the kinds of activities which might be sponsored by or supported by the Physical Therapy Club:

- Welcome picnic for the incoming class
- PT the Pirate 5K
- American Red Cross Blood Drive
- Travel to APTA NC Annual Meeting (October)
- Travel to APTA National Student Conclave and NC Student Conclave
- Races, walks, etc. for various charitable organizations (e.g., ALS, American Cancer Society, MS Society, Muscular Dystrophy)

### Portraits

Individual portraits will be taken for your graduating class composite and to be sent to your clinical sites. Semi-formal dress is required. Men, please wear coat and tie; ladies, please dress appropriately. Portraits will be scheduled and you will be informed of that appointment. You must be available, for this will be the only opportunity to have these photos taken.

### Dress Code

ECU DPT students are expected to appear neat and clean in all academic, clinical, and professional settings. Footwear should be worn at all times while in our classrooms and labs. Lab clothes are specified by the course instructor (typically include shorts, sports bras, and T-shirts) and are to be worn for structured lab activities when specified. Professional dress is required for the clinic, professional activities, and in the classroom for presentations and when there is a guest speaker. For professional dress, clothes must be neat and wrinkle free. Khaki-style pants & polo shirt (shirt must be tucked in unless specifically designed not to be tucked) with walking shoes are considered appropriate professional dress. Students may wear the college/departmental logo shirts and sneakers/tennis shoes are allowed if they are neat and clean.

*You should always remember that you are now representing the ECU College of Allied Health Sciences, ECU PT department, our PT profession, and your class. Your physical appearance should reflect pride in who you are, what you do, and all that you represent. For example, you should not show up at the hospital or rehab center wearing jeans, shorts, or a T-shirt. If you are not dressed appropriately you will be asked to leave. Name tags should be worn at all academic and program-sponsored professional activities outside of the classroom and as required by faculty.*

#### **Specific Dress Code for DPT Students when in the ECU Health Clinics**

Students have two options for attire anytime that the student is visiting one of the ECU Health PT clinics for any reason:

1. Navy blue scrubs and clean tennis shoes. Clothes must be neat and wrinkle free. Appropriate under garments are to be worn under scrub tops. Leather tennis shoes are advised by Infection Control.
2. Khaki-style pants & polo shirt (shirt must be tucked in unless specifically designed not to be tucked) with walking shoes. It is fine to wear the department logo shirts and tennis shoes are acceptable as well if they are neat and clean.

The student must wear their ECU DPT student name tag at the collar or chest pocket area, clearly displayed at all times. ECU students must also wear their ECU Health ID during each visit. Artificial nails, body/facial piercing, and hats are not acceptable in the clinic.

For any questions related to dress code for ECU Health, please contact Carolyn (CJ) Wanczyk, PT, DPT, ATP, MBA at [Carolyn.Wanczyk@ECUHEALTH.com](mailto:Carolyn.Wanczyk@ECUHEALTH.com) or 252-847-9093.

### Storage of Personal Items

Students will be provided with a locker to store their personal items while they are in the Department of Physical Therapy.

### Intradepartmental Communication

Most communication between faculty/staff and students occurs via e-mail. Students are also responsible for information placed in their mailboxes in the first-floor suite (1445). Information for faculty may be placed in faculty mailboxes located in the PT office suite 2405. Students should check their mailboxes and ECU email daily. Each class will also have Student/Faculty Liaisons for communication of issues/concerns relating to the whole class. These individuals meet with department administration as needed. Students should communicate through these individuals when large numbers of students are involved.

### Department Copier

Students are not to use the departmental copiers even if authorized by a faculty member. The department administrative assistant must make the copies.

### Computer Resources

Computers are accessible in either of the university libraries and in university computer labs. No personal files are to be kept or any program files removed from the hard drives on university computers.

### Maintenance of Lab Rooms/Suite

Students have the main responsibility to see that the lab suite (room 1445 – common area and teaching labs) are properly maintained. The labs are to be cleaned after each class, dirty linens put in laundry bin (in hallway behind labs), and the clean linen stored neatly on the correct shelves (also in hallway behind the labs). Therapeutic equipment is to be kept in proper order, and treatment plinths must be cleaned after each use. The room must be kept neat and free of clutter, chairs stacked and cleared as appropriate. Class officers are asked to organize and oversee the maintenance of the labs.

### Access to Teaching Labs

Students can access the PT teaching labs anytime the Health Sciences Building is open (please see the posted hours for Laupus Library). Once you are in the building you can gain access to the teaching labs via the punch key locking door to the left of the Laupus Library entrance staircase. The combination to this door will be given to you. Please do not share this combination with anyone. Once you have entered the teaching lab suite you can gain access to the teaching labs with a key; information will be given to you once on campus. The teaching labs should remain locked whenever students are not in these labs. Failure to follow this standard operating procedure may result in termination of this privilege. If this key is lost, a number of locks must be re-keyed. You should always have your ECU 1Card whenever you are on the premises; ECU Police may ask to see appropriate ID, especially after hours. It is important for your safety whenever you are in the department after regular business hours that you are in groups of two or more. You should keep the outside doors to the department locked whenever you are working after regular business hours.

### ECU 1 Card

The ECU 1 Card is the official identification card for East Carolina University. It allows access to campus activities and events. You will be able to access our building and lab after hours using this card and you may need to show your 1 Card to stay in the building after hours. Please check the web site for 1 Card office hours, as their hours may vary.

<https://1card.ecu.edu/?msckid=a1d397b7b6a511ec81fcfabfb72569b4>

### ECU PiratePort

The university has a web site to assist with communication, registration, grades, and other miscellaneous tasks. You can access this link by <https://pirateport.ecu.edu/connect/#/login>

### Campus Parking

You must have a valid parking permit, and your vehicle must be registered with ECU Parking and Traffic Services, in order to park on campus. You can do this online at

[https://ecu.t2hosted.com/cmnp/auth\\_guest.aspx](https://ecu.t2hosted.com/cmnp/auth_guest.aspx)

### Campus Maps

Several maps of the campus are provided at this link - <https://www.ecu.edu/maps/>

## Table of Contact and Website Information

<u>Counseling Services</u>	
<p>Graduate professional education can be quite stressful - many students seek help with stress management, anxiety, time management, test anxiety, etc. Please do not hesitate to take advantage of the <i>confidential</i> counseling services available here at ECU.</p>	
<p>Navigate Counseling Clinic CAHS Department of Addictions and Rehabilitation Studies 4410 Health Sciences Building <a href="https://dars.ecu.edu/navigate/">https://dars.ecu.edu/navigate/</a> The Navigate Clinic offers a variety of services to our students, free of charge, and right in our Health Sciences Building. This clinic operates MWF 9:00-1:00 year-round. Contact them for more information. <i>All services are confidential.</i></p>	<p>(252) 744-0328</p>
<p>Center for Counseling and Student Development Main Campus: 137 Umstead Building <a href="https://counselingcenter.ecu.edu/">https://counselingcenter.ecu.edu/</a> The Counseling Center offers individual counseling services to all enrolled students at ECU, free of charge. Crisis counseling is also available at this same number. <i>All services are confidential.</i></p>	<p>(252) 328-6661 Press 2 if after hours</p>
<u>Academic Services</u>	
<p>Dowdy Student Stores ECU Student Center (main campus) for textbooks <a href="https://ecu.bncollege.com/">https://ecu.bncollege.com/</a> Satellite store in Health Sciences Student Center carries lab coats, dissection kits, and course packet for PTHE 8008 Gross Anatomy</p>	<p>(252) 328-6731</p>
<p>The Graduate School 131 Ragsdale Building <a href="https://gradschool.ecu.edu/">https://gradschool.ecu.edu/</a> Manages admissions, readmission, changing of programs, adding a certificate, exceptions to academic policy, information on satisfactory academic progress, probation and dismissal policy, grievance and appeal procedures, Research and Creative Achievement Week, graduate assistantships, and tuition remissions.</p>	<p>(252) 328-6012</p>
<p>ITCS (Information Technology and Computing Services) <a href="https://itcs.ecu.edu/">https://itcs.ecu.edu/</a> The ITCS help desk assists students, faculty, and staff with their technology needs. ITCS provides IT help as well as help with services such as Canvas, OneStop, Banner, E-Mail, Pirate ID, password resets, the new mobile application and more!</p>	<p>(252) 328-9866</p>
<p>Office of the Registrar 207 East 5<sup>th</sup> Street <a href="https://registrar.ecu.edu/?msclkid=a0e49c6bb6a711ecbfd55fbc748a4e49">https://registrar.ecu.edu/?msclkid=a0e49c6bb6a711ecbfd55fbc748a4e49</a> Provides registration information and assistance, course drops, and withdrawal, grades, transcript services, enrollment verification, graduation.</p>	<p>(252) 328-6747</p>
<p>The University Writing Center Main Office: Joyner Library, First Floor Satellite Offices: Laupus Library Room 2514 <a href="https://writing.ecu.edu/uwc/?msclkid=c20cde6bb6a711ec9086e72c73418a39">https://writing.ecu.edu/uwc/?msclkid=c20cde6bb6a711ec9086e72c73418a39</a> Provides assistance with basic writing skills and offers consultations for specific writing assignments.</p>	<p>(252) 328-2820</p>
<p>Speech Communication Center Help with organizing and delivering presentations. <a href="https://communication.ecu.edu/">https://communication.ecu.edu/</a></p>	<p>(252) 328-2790</p>



Joyner Library <a href="https://library.ecu.edu/">https://library.ecu.edu/</a>	(252) 328-4176
Laupus Library <a href="https://hsl.ecu.edu/?msclkid=1ed2729cb6a811ec97761eb0a7f84654">https://hsl.ecu.edu/?msclkid=1ed2729cb6a811ec97761eb0a7f84654</a>	(252) 744-2219
<b>Financial Services</b>	
Cashier's Office G120 Old Cafeteria Complex <a href="https://financialservices.ecu.edu/cashiers-office/">https://financialservices.ecu.edu/cashiers-office/</a> The primary purpose of this office is the billing, receiving, and the financial record keeping of student tuition, fees and related charges.	(252) 737-6886
Office of Student Financial Aid 2103 Old Cafeteria Complex <a href="https://financialaid.ecu.edu/">https://financialaid.ecu.edu/</a> Administers federal, state, and institutional aid. Students are assigned a Financial Aid Administrator <a href="http://www.ecu.edu/cs-acad/financial/contactus.cfm">http://www.ecu.edu/cs-acad/financial/contactus.cfm</a>	(252) 328-6610
Residency for Tuition Purposes Graduate School – 131 Ragsdale Hall <a href="https://gradschool.ecu.edu/residency/">https://gradschool.ecu.edu/residency/</a> Information on state statutes governing residency classification for tuition purposes.	(252) 328-6012
<b>Health Services</b>	
Student Health Services 237 Health Science Student Center <a href="https://studenthealth.ecu.edu/?msclkid=44d2cad3b6a811ec8fe01ee9a854bf71">https://studenthealth.ecu.edu/?msclkid=44d2cad3b6a811ec8fe01ee9a854bf71</a> Provide high quality primary health care services which are accessible and cost-effective to eligible members of the University Community	(252) 328-6841
Health Sciences Campus Student Center Campus Recreation & Wellness 1868 Health Science Dr <a href="https://studentcenters.ecu.edu/health-sciences-campus-student-center/">https://studentcenters.ecu.edu/health-sciences-campus-student-center/</a> Campus Recreation & Wellness at Health Science Student Center offers 25,000 square footage of recreation and fitness space. The two-story open concept facility that can accommodate a variety of athletic activities, lectures, banquets, and other events.	(252) 328-6841
Disability Support Services 138 Slay Building <a href="http://www.ecu.edu/accessibility/">http://www.ecu.edu/accessibility/</a> Provides accommodations and services for individuals with disabilities.	(252) 737-1016

<b>Student Services</b>	
Career Services HSC Student Center, Room 221 <a href="https://career.ecu.edu/?msclkid=6b15d468b6a811ec8e6304b83474ab6c">https://career.ecu.edu/?msclkid=6b15d468b6a811ec8e6304b83474ab6c</a> ECU Career Services helps students understand how to manage their careers and how to effectively market themselves in whatever endeavor they may choose. Services available to students include career exploration through assessments, resume, cover letter, personal statement and CV assistance, interview preparation, job and internship search strategies, networking with professionals, and workshops to develop professional skills.	(252) 328-6050

<p>Financial Wellness Hub  <a href="https://studentaffairs.ecu.edu/financialwellness/">https://studentaffairs.ecu.edu/financialwellness/</a>  ECU Financial Wellness Hub provides financial education, coaching, and resources that empower students to make better decisions, foster better relationships, and to build better communities.</p>	(252) 737-5996
<p>Student Veteran Services  <a href="https://studentveterans.ecu.edu/">https://studentveterans.ecu.edu/</a>  Facilitates transition from the military to university life. Provides accurate and timely information to navigate Federal VA benefits and the resources available on campus and within the community</p>	(252) 737-6542
<p>LGBTQ Resource Office  <a href="https://lgbtq.ecu.edu/">https://lgbtq.ecu.edu/</a>  Provides support and a sense of community for students and alumni of all sexual orientations, gender identities, and gender expressions.</p>	(252) 737-2514
<p>Dean of Students  <a href="https://deanofstudents.ecu.edu/?msclkid=80378b15b6a811ecbfbb8e80f977889">https://deanofstudents.ecu.edu/?msclkid=80378b15b6a811ecbfbb8e80f977889</a>  Assists students primarily with issues of a more personal or non-academic nature. Assists with resolution of any problems and complaints students, faculty/staff, and parents may have about student life at ECU.</p>	(252) 328-9297
<p>Health Sciences 1 Card Office  224 Health Sciences Student Center  <a href="https://1card.ecu.edu/?msclkid=a1d397b7b6a511ec81fcfabfb72569b4">https://1card.ecu.edu/?msclkid=a1d397b7b6a511ec81fcfabfb72569b4</a>  Provides East Carolina University with a high-quality, single card system that allows convenient and efficient access to all card-related services. Services include ID card production, building access, and payment capabilities.</p>	(252) 744-2261
<p>Graduate and Professional Student Senate – GPSS  <a href="https://engage.ecu.edu/organization/gpss">https://engage.ecu.edu/organization/gpss</a></p>	
<p>Off-Campus Services  <a href="https://offcampus.ecu.edu/?msclkid=129a6217b6a911ec9e53b58510f937c4">https://offcampus.ecu.edu/?msclkid=129a6217b6a911ec9e53b58510f937c4</a></p>	(252) 328-2847
<p>Student Involvement &amp; Leadership  <a href="https://studentaffairs.ecu.edu/">https://studentaffairs.ecu.edu/</a>  The Department of Student Involvement and Leadership (SIL) operates under the Division of Academic and Student Affairs and enhances the educational experience for all students by helping to build a sense of campus community through a wide variety of programs and services for individuals and student groups.</p>	(252) 328-6131
<p>Office of Student Rights and Responsibilities  <a href="https://osrr.ecu.edu/">https://osrr.ecu.edu/</a>  Promotes students' awareness and understanding of their rights and responsibilities as community members; addresses student conduct and creates developmental learning opportunities; advises graduate students on their rights under the Student Code of Conduct and the ECU conduct process; and, clarifies University policies pertaining to student conduct; administers the East Carolina University Student Code of Conduct which governs students' on-and off-campus conduct.</p>	(252) 328-6824
<p>Parking and Transportation  <a href="https://parking.ecu.edu/?msclkid=78302045b6a911ecbe7512d2054b00bf">https://parking.ecu.edu/?msclkid=78302045b6a911ecbe7512d2054b00bf</a>  Health Sciences Campus Student Center, Room 220  Provides guidance and assistance to the campus community, visitors, and guests on all parking-related issues. Promotes compliance with the University's parking regulations through education in a general understanding of its parking system.</p>	(252) 328-6294

<b>Student Employment Office</b> <a href="https://humanresources.ecu.edu/student-employment/">https://humanresources.ecu.edu/student-employment/</a> The Student Employment Office (SEO) provides support to the entire campus and community throughout the hiring process of ECU student employees. SEO maintains an online job database to help current ECU students connect with part-time job opportunities both on and off campus.	(252) 737-5573
<b>Student Legal Services</b> Contact Dean of Students Office <a href="https://deanofstudents.ecu.edu/?msclkid=80378b15b6a811ecbfbbe8e80f977889">https://deanofstudents.ecu.edu/?msclkid=80378b15b6a811ecbfbbe8e80f977889</a>	(252) 328-9297
<b>Student Pirate Club</b> Ward Sports Medicine Building, Suite 304 <a href="http://www.ecupirateclub.com/">http://www.ecupirateclub.com/</a> The primary focus of the Student Pirate Club is to involve East Carolina University students in an excitement-oriented organization that is committed to supporting and promoting all ECU athletic programs	(252) 737-4540
<b>Transit</b> <a href="https://transit.ecu.edu/">https://transit.ecu.edu/</a> The mission of the East Carolina University Student Transit Authority is to provide transportation services that are safe, dependable, and cost effective to the ECU community; also, to facilitate learning and involvement for student success, thereby enhancing the quality of life in our community.	(252) 328-4724

<u>Physical Therapy Websites of Interest</u>	
<b>APTA-American Physical Therapy Association</b> <a href="http://www.apta.org/">http://www.apta.org/</a>	(800) 999-2782
<b>APTA NC - APTA North Carolina</b> <a href="http://ncpt.org/">http://ncpt.org/</a>	(919) 841-0268
<b>FSBPT - Federation of State Boards of Physical Therapy</b> <a href="http://www.fsbpt.org/">http://www.fsbpt.org/</a>	(703) 299-3100
<b>NCPT Board - North Carolina Physical Therapy Board</b> <a href="https://www.ncptboard.org/">https://www.ncptboard.org/</a>	(919) 490-6383

## **Standard Operating Procedure Regarding Student Insurance Coverage for Exposure to Blood and Other Potentially Infectious Materials**

**ECU COLLEGE OF ALLIED HEALTH SCIENCES**

**August 20, 2004**

Due to the potential for student exposure to blood and other potentially infectious materials during educational and clinical experiences it is the student's sole responsibility to pay for the total costs of screening, diagnosis, short and long-term treatment, and disability compensation arising from any and all forms of exposure to infectious materials. As a result, students are responsible for obtaining their own medical and disability insurance policies that will cover screening, diagnosis, treatment, and short and long-term disability compensation resulting from such exposure. Any screening, treatment, or disability maintenance costs not covered will be the sole responsibility of the student. All covered, uncovered, or related costs are not the responsibility of the student's academic department, College of Allied Health Sciences, Division of Health Sciences, or East Carolina University.

### **ECU Department of Physical Therapy Standard Operating Procedures Grading, Retention and Promotion Standard Operating Procedures**

#### **GPA Requirements**

The ECU Graduate School requires that a doctoral student maintain a cumulative B (3.0) average in all formal course work. The faculty of the Department of Physical Therapy will review each student's grades at the end of each semester. A student will be placed on academic probation if their cumulative GPA falls below a 3.00. The Chair of the department together with selected faculty will meet with the student to discuss terms of this probation. The student will be allowed no more than two (2) semesters to raise the GPA above a 3.00. The student may be terminated from the program if:

- They fail to successfully raise the GPA to at least a 3.00 within the given timeline.
- Their cumulative GPA falls below a 3.00 for a second time.
- It is mathematically impossible for the student to achieve a final cumulative 3.00 GPA given the remaining graded physical therapy course work.

#### **Remediation and Grade Reporting Procedures**

There is no formal remediation process or requirement. Faculty is expected to provide reasonable assistance to aid students in determining the specifics of their deficiencies, and guidance in reviewing and assessing their competency in the material.

A student should try to resolve grade disputes with the course director and participating course faculty. Grade disputes that do not result in probation or dismissal from the program may be brought to the attention of the department chair. The department chair may elect to conduct an informal inquiry. Grade decisions remain within the jurisdiction and right of the course director (instructor of record).

The Department of Physical Therapy has no authority over the grading practices and decisions of faculty from other departments teaching and/or directing non-PTHE courses. Grading, retention, and promotion policies and procedures are reviewed annually and are subject to revision. If changes occur, the students will be notified within a reasonable period of time.

Student performance is always an agenda item at regular faculty meetings. Faculty are directed to report all academic deficiencies to the department chair. At the end of each semester, the faculty will meet and review the final performance of all students, and retention and dismissal decisions may be made at that time.

<u>Student Retention, Progression, and Dismissal</u>	
Academic Regulations, Graduate Catalog	<a href="http://catalog.ecu.edu/content.php?catoid=15&amp;navoid=1222">http://catalog.ecu.edu/content.php?catoid=15&amp;navoid=1222</a>
Academic Regulations - Graduate	<a href="http://www.ecu.edu/prr/10/20/01">http://www.ecu.edu/prr/10/20/01</a>

### Grade Appeals

Grade appeals are handled according to the University policy (For Graduate Grade Appeals, please refer to

<https://registrar.ecu.edu/grade-appeal-policy-and-process/?msclkid=c22001d1b6a911ecaf4e3d4a4c19f496>

### Appeal Process for Readmission

A student who has had a graduate program terminated by the Graduate School for any reason may apply for readmission to the terminated program (Physical Therapy program) or to another program. In either case, the student will complete an application for readmission, which will be forwarded to the Physical Therapy program for its review. If the graduate faculty of the Physical Therapy program does not approve readmission, they will convey that decision in writing to the Graduate School office and the dean of the Graduate School will communicate the decision to the student in writing (copy to the Director of Graduate Studies). If the graduate faculty of the Physical Therapy program wishes to admit the student, they will forward that decision in writing to the Graduate School Administrative Board for review. The Physical Therapy program must state the specific conditions the student must meet to be admitted and complete the program. If approved by the Administrative Board, the dean of the Graduate School will communicate the decision of the graduate faculty and the Administrative Board to the student in writing (copy to the Director of Graduate Studies).

### Final Exams

Each course in our curriculum is required to have a final exam or summative assignment. Final exams are to be held according to the university's posted final exam schedule. When necessary laboratory examinations will also be scheduled during finals week. Therefore prior to making post-semester plans students should consult with instructors in each course during a given semester.

<u>Student Retention, Progression and Dismissal</u>	
Academic Regulations, Graduate Catalog	<a href="http://catalog.ecu.edu/content.php?catoid=15&amp;navoid=1222">http://catalog.ecu.edu/content.php?catoid=15&amp;navoid=1222</a>
Academic Regulations - Graduate	<a href="http://www.ecu.edu/prr/10/20/01">http://www.ecu.edu/prr/10/20/01</a>

## Attendance Standard Operating Procedure

In accordance with the ECU Attendance Policy as stated in the Student Handbook and the Graduate Catalog, you are expected to be punctual and attend all classes. *The DPT program has a required attendance standard operating procedure* recognizing illness, medical issues, death of an immediate family member, family emergency, or religious reasons as examples of justifiable excused absences. It is standard operating procedure of the Department of Physical Therapy that each unexcused absence will result in a loss of 5% of the total grade in the course. Thus, if a student has

4 or more unexcused absences in a course, they will fail the course. The course instructor may allow student to recover some of these points, but this is completely at the instructor's discretion. Student must petition course instructor to request this.

In all cases, students are to contact the course instructor or, if unavailable, the department administrative assistant, about any absence *before* the missed class. *Students must petition the faculty in writing/via email for any planned absence falling outside of the normally excused absences.* To be considered, this petition must be submitted via a single e-mail to all faculty who will be affected with cc to Dr. Gross McMillan ([grossmcmillana@ecu.edu](mailto:grossmcmillana@ecu.edu)) at least 4 weeks prior to the absence.

**THE ECU DPT PROGRAM INVOLVES THREE (3) FULL YEARS OF STUDY AND CLINICAL WORK. While certain courses (e.g., Research Concentration) do not have scheduled *in class* time, faculty supervising students in these courses expect students to be present on campus for instruction/practice of lab skills, data collection and analysis, research subject recruitment and training, etc. *Students should expect to be present on campus for the entire three-year period, excluding scheduled breaks and full-time clinical experiences away from campus.***

## Graduation Attendance

There are three (3) separate ceremonies related to graduation: the university ceremony, the College of Allied Health Sciences ceremony, and the departmental Graduate Research Symposium (must be held *after* the CAHS ceremony). Graduating DPT students are expected to attend ALL THREE (3) ceremonies, to celebrate and acknowledge their graduation from East Carolina University, Doctor of Physical Therapy program.

## Continuing Education Courses

Continuing education (CE) is required for all PTs to maintain their license. Professionals must make careful informed decisions about how to spend their time and money on these courses, which typically expand one's knowledge and skills in specialty areas of practice. While you are a student in the ECU DPT program, you must give *first priority* to DPT curricular/program activities (class/coursework, research, clinical affiliations, etc.). Participation in continuing education courses is *not recommended* during your first two years in our program and should never interfere with DPT program curricular activities. If you choose to participate in a CE course which you feel is important enough to interfere with class time, etc., *you must petition the faculty in writing*, and you will risk academic sanctions according to the department standard operating procedure for attendance.

## East Carolina University College of Allied Health Science Position Relative to Student Conduct

The faculty members of the College of Allied Health Sciences (CAHS) have an academic, legal and ethical responsibility to protect the public and health care community from inappropriate professional conduct or unsafe behaviors in the practice of allied health professions. *Students enrolled in the CAHS are expected to uphold at all times standards of integrity and behavior that will reflect credit upon themselves, their families, and East Carolina University (ECU).* The faculty members of CAHS endorse the ECU Student Code of Conduct and Policies and recognize those policies and procedures as providing the appropriate government of student conduct. The ECU Student Code of Conduct and Policies can be found at <https://osrr.ecu.edu/policies-procedures/>

In addition, CAHS students may be provided with documents from their respective departments which express expectations regarding academic and professional conduct within all academic and clinical aspects of the curriculum during general advisement sessions, course work, clinical affiliations, and other instructional forums. All CAHS students are expected to be familiar with their department policies and professional codes of ethics and to conduct themselves in accordance with these standards.

Student inquiries and complaints regarding the implementation of the ECU Student Code of Conduct and Policies should initially be addressed at the departmental level. The faculty members of CAHS recognize that students may seek the assistance or counsel of the Office of the Dean of Students at any time.

### East Carolina University Department of Physical Therapy Student Conduct Code

The program holds students to the university and college code of conduct which holds students to standards of integrity and behavior that will reflect credit upon themselves, their families, and East Carolina University. Additionally, the faculty of the Department of Physical Therapy has an academic, legal and ethical responsibility to protect the public and health care community from inappropriate professional conduct or unsafe behaviors in the practice of physical therapy.

ECU DPT students are expected to comply with the ECU Code of Conduct, with all standard operating procedures contained in this Handbook, and with our professional standards and Code of Ethics. Professional behavior is an academic requirement for all DPT students, during all aspects of the program, on and off campus. All DPT students are expected to be familiar with the department policies and professional code of ethics and to conduct themselves in accordance with these standards.

#### A. Definitions

1. "Department of PT Student Conduct Code" or "Student Conduct Code" - College of Allied Health Sciences Student Conduct Code.
2. "College" - College of Allied Health Sciences (CAHS).
3. "Department" – Department of the Physical Therapy.
4. "Charged student" - any student who is charged with an alleged conduct violation.
5. "Student" - any student enrolled in the DPT program.

6. "Faculty" - faculty members with an appointment in the department.
7. "Clinical instructor" - the professional staff member at the clinical setting assigned to oversee the student's clinical experience.
8. "Cheating" –Unauthorized aid or assistance or the giving or receiving of unfair advantage on any form of academic work. *Some examples of cheating (note that this is not an exhaustive list):* Copying from another student's paper or receiving unauthorized assistance during a quiz or examination; using books, notes or other devices when these are not authorized; improperly obtaining tests or examinations; collaborating on academic work without authorization and/or without truthful disclosure of the extent of that collaboration; allowing or directing a substitute to take an examination.
9. "Plagiarism" - Copying the language, structure, ideas, and/or thoughts of another and adopting the same as one's own original work. *Some examples of plagiarism (note that this is not an exhaustive list):* Submitting a paper that has been purchased or downloaded from an essay-writing service; directly quoting, word for word, from any source, including online sources, without indicating that the material comes directly from that source; omitting a citation to a source when paraphrasing or summarizing another's work; submitting a paper written by another person as one's own work.
10. "Academic days" - any time the student is involved in a regular course-sponsored activity of the respective CAHS department or program.

#### B. Proscribed Conduct

Any student while engaging in university related activities or on university property, committing misconduct as described or referred to in this section is subject to the disciplinary procedures and sanctions as outlined in this document

1. Violation of published Department policies, rules, and regulations.
2. Violation of the East Carolina University Code of Student Conduct  
<http://www.ecu.edu/PRR/11/30/01>
3. Violation of the North Carolina Physical Therapy Practice Act  
<https://ncptboard.org/documents/PracticeAct.pdf>
4. Violation of the Code of Ethics & the Standards of Professional Conduct of the physical therapy profession. <http://www.apta.org/Ethics/Core/>
  - a. Furnishing false information in an official matter to any member of the faculty, staff, or affiliated clinical instructor with the intent to deceive.
  - b. Forging, altering, or misusing a department document, record or instrument of identification.
5. Disruption or obstruction of teaching, research, administration, service delivery, or other activities sponsored by the Department, or affiliated clinical sites, or other Department sponsored activities.



6. Verbal and/or physical abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
7. Attempted or actual theft or receipt of stolen property and/or malicious damage to property belonging to or located on the properties of the University, affiliated clinical sites, or to other personal or public property.
8. Failure to comply with the security practices of the Department, College, University, or affiliated clinical sites.
9. Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and University regulations.
10. Conduct or language, while at affiliated clinical sites or on the University campus, that is disorderly, lewd, indecent, or disruptive and is directed toward a member of the faculty, a fellow student, clinical fieldwork personnel or clients, or visitors.
11. Failure to comply with the implementation of this Code.
12. Willingly and knowingly during the clinical field placement, delivering clinical services that a student is not authorized to perform.
13. Any behavior which jeopardizes the safety of the student or another individual especially if it pertains to the delivery of services and occurs during academic and/or clinical activities and field placement.
14. Violation of civil or federal laws involving the use of alcohol, firearms, or the illegal use, possession, manufacture, sale, or distribution of narcotics and other controlled substances.

**C. Procedures**

The policies and procedures prescribed to in this document support and maintain the student's right of due process and fair hearing in accordance with the university's policy and The Code – Board of Governors, The University of North Carolina, August, 1988.

**1. Academic integrity violation**

Violations of academic integrity as defined in the Academic Integrity Policy (<http://www.ecu.edu/PRR/11/30/01>) and in this document, including cheating and plagiarism, will be handled as outlined in the policies and procedures for academic integrity violations.

**2. Non-academic conduct violations within clinical/field setting.**

The decision that a student cannot function appropriately and safely in a clinical environment is determined in concert by the clinical instructor and faculty coordinator considering due process, Department standard operating procedures, and inter-institutional contract.

**3. Non-academic conduct violations within the academic settings.**

Any individual may file a complaint against a DPT student for misconduct. Complaints must be submitted in writing to a faculty member before formal action can be initiated. Breach of professional conduct should be discussed with the student by the respective faculty member and reported to the department chair. In the event that the faculty member is the Department chair, the Associate Dean of CAHS may conduct the inquiry. Communications and information regarding conduct violations are to be kept confidential.

The Department chair will conduct an inquiry to determine if the charges have merit and warrant further investigation. Upon completion of such investigation, the Department chair may request that a faculty committee initiate a 'misconduct hearing process'. The written complaint and all available information gathered as a result of the inquiry will be provided to the committee by the Department chair.

4. Violations that may result in the immediate and temporary removal of a student from an 'in progress' Department educational activity.

Any instructor in a DPT program sponsored educational activity may temporarily remove a student from an activity that is 'in-progress' for any of the prescribed conduct violations considering due process, Department standard operating procedure and inter-institutional contract.

If the student is removed from a classroom academic setting, the Department chair or designee is notified immediately of the incident. Depending upon the nature of the infraction, the Department chair may request that the student be removed from the remaining classes of the day. Removal of a student from an "in progress class" may result in a formal misconduct charge. Conduct which jeopardizes the safety of others in an actual or simulated clinical setting may result in removal from the activity and suspension of the remaining clinical experience (see sections B and C2).

#### **D. The Misconduct Hearing Process**

1. A written charge is filed with the Department Chair, who may convene a committee of departmental faculty. The Department Chair will forward an investigative report, supporting documents, and a recommendation of appropriate sanction to the faculty committee. The committee will conduct a primary interview with the charged student for the purpose of presenting the charges to the student and allowing the student the opportunity to respond to the allegations. The primary interview will be conducted in accordance with policies utilized for academic integrity issues (<http://www.ecu.edu/PRR/11/30/01>) and the student may choose to be accompanied by a non-participating observer.
2. Following the primary interview, the faculty committee will decide by majority vote whether there is sufficient evidence of a violation to warrant a formal hearing. The committee must communicate its decision to the student within two (2) academic days following the primary interview. Possible recommendations of the Hearing Committee are as follows:
  - a. Sufficient evidence of a violation does exist and the violation is severe enough to warrant referral to the Dean of Students. This referral will be made within five academic days, following notification of the student.

- b. All parties (student, Department Chair, and committee) concur that additional testimony is not required and that the recommended sanctions are appropriate. Prior to such a recommendation, the student must agree that a violation has occurred, concur with the sanction recommended by the Department, and waive (in writing) the right to present additional evidence and testimony at a formal hearing.
3. Confidentiality of all proceedings shall be maintained at all times.
4. A written transcript of the proceedings shall be maintained by the Department.

**E. Sanctions:**

If the Departmental committee decides that sanctions are appropriate, they will recommend one or a combination of sanctions from the following list.

1. **Warning** – A written notice to the student and the creation of a Student Misconduct File containing the decisions and actions of the faculty committee and the Department Chair.
2. **Probation** – In addition to a written reprimand to the student and the creation of a misconduct file, the student is placed on conduct probationary status for a defined period recommended by the department. During the probationary period, the occurrence of another conduct violation will be sufficient grounds for dismissal from the program.
3. **Specific conditions** – Specific conditions may be recommended singularly or in conjunction with other sanctions. Specific conditions such as professional evaluations, counseling and other forms of assistance designed to improve and maintain the health, safety and wellbeing of the student may be recommended.
4. **Loss of Privileges** – As recommended by the Department.
5. **Restitution** – Compensation for loss, damage, and/or injury as a result of the violation. Restitution may be in the form of monetary or material replacement.
6. **Dismissal from the program.** The student may reapply for competitive readmission for the next academic cycle.

**F. Appeals**

1. **Academic Integrity Violations**

Appeals of academic integrity violations are directed to the Dean of Students and the Academic Integrity Board of the university and follow the appeal process and procedures described in the ECU Student Handbook.

2. **Student Conduct Code Violations**

All appeals must be written, outlining the specific grounds for the appeal and submitted to the Dean of the Graduate School within three (3) academic days following notification. Appeal decisions must be reported to the student in writing within five academic days following the appeal request. Except for the consideration of new evidence, an appeal will be limited to the review of the verbatim record of the faculty committee hearing and supporting documents. The decision of the Dean of the Graduate School is final.

<b>Student Conduct and Due Process</b>	
Notice of Nondiscrimination and Affirmative Action Policy	<a href="http://www.ecu.edu/prr/05/25/02">http://www.ecu.edu/prr/05/25/02</a>
Student Conduct Process	<a href="http://www.ecu.edu/PRR/11/30/01/">http://www.ecu.edu/PRR/11/30/01/</a>
The East Carolina Creed	<a href="https://deanofstudents.ecu.edu/programs/">https://deanofstudents.ecu.edu/programs/</a>
Academic Regulations, Graduate Catalog	<a href="http://catalog.ecu.edu/content.php?catoid=15&amp;navoid=1222">http://catalog.ecu.edu/content.php?catoid=15&amp;navoid=1222</a>
Rights & Responsibilities	<a href="https://osrr.ecu.edu/wp-content/uploads/sites/234/2018/03/Rights-and-Responsibilities_Respondent-1_2018.pdf">https://osrr.ecu.edu/wp-content/uploads/sites/234/2018/03/Rights-and-Responsibilities_Respondent-1_2018.pdf</a>
East Carolina University Faculty Manual Part VI Teaching and Curriculum Regulations, Procedures and Academic Program Development Section II Academic Integrity	<a href="http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part6section2.pdf">http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part6section2.pdf</a>
<b>Confidentiality</b>	
Family Educational Rights and Privacy Act (FERPA or Buckley Amendment) Version 2	<a href="http://www.ecu.edu/prr/02/40/01">http://www.ecu.edu/prr/02/40/01</a>
Academic Regulations, Graduate Catalog	<a href="http://catalog.ecu.edu/content.php?catoid=15&amp;navoid=1222">http://catalog.ecu.edu/content.php?catoid=15&amp;navoid=1222</a>
East Carolina University Faculty Manual Part VI Teaching and Curriculum Regulations; Section IV Student Privacy conduct, and complaints; Contents III	<a href="http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part6section4.pdf">http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part6section4.pdf</a>
<b>Campus Environment Safety Regulations and Emergency Procedures</b>	
University Behavioral Concerns Team	<a href="http://www.ecu.edu/prr/05/20/01">http://www.ecu.edu/prr/05/20/01</a>
University Regulation Concerning Weapons on Campus	<a href="https://www.ecu.edu/prr/05/20/07">https://www.ecu.edu/prr/05/20/07</a>
Tobacco and Vaping Use on Campus	<a href="http://www.ecu.edu/prr/05/20/09">http://www.ecu.edu/prr/05/20/09</a>
University Good Samaritan Regulation	<a href="http://www.ecu.edu/prr/11/30/02">http://www.ecu.edu/prr/11/30/02</a>
Office of Equity and Diversity, Policies, Federal and State Laws	<a href="https://oed.ecu.edu/">https://oed.ecu.edu/</a>
University Regulation on Reports of Prohibited Interpersonal Violence and Related Misconduct	<a href="https://www.ecu.edu/prr/05/25/04">https://www.ecu.edu/prr/05/25/04</a>
University Alcohol Policy	<a href="http://www.ecu.edu/PRR/07/30/04">http://www.ecu.edu/PRR/07/30/04</a>
Policy on Substance Abuse, Graduate Catalog	<a href="http://catalog.ecu.edu/content.php?catoid=15&amp;navoid=1226#Substance_Abuse_Policy">http://catalog.ecu.edu/content.php?catoid=15&amp;navoid=1226#Substance_Abuse_Policy</a>
Safety Hazard Investigation	<a href="http://www.ecu.edu/prr/05/10/01">http://www.ecu.edu/prr/05/10/01</a>

Environmental Health and Safety Requirements for Events	<a href="http://www.ecu.edu/prr/05/10/02">http://www.ecu.edu/prr/05/10/02</a>
Biological Safety Regulation	<a href="http://www.ecu.edu/prr/12/60/01">http://www.ecu.edu/prr/12/60/01</a>
Infection Control Regulation	<a href="http://www.ecu.edu/prr/12/60/03">http://www.ecu.edu/prr/12/60/03</a>
Chemical Hygiene Plan	<a href="http://www.ecu.edu/prr/05/20/02">http://www.ecu.edu/prr/05/20/02</a>
Compressed Gas Cylinders	<a href="http://www.ecu.edu/prr/05/20/03">http://www.ecu.edu/prr/05/20/03</a>
<b>Student Retention, Progression and Dismissal</b>	
Academic Regulations, Graduate Catalog	<a href="http://catalog.ecu.edu/content.php?catoid=15&amp;navoid=1222">http://catalog.ecu.edu/content.php?catoid=15&amp;navoid=1222</a>
Academic Regulations - Graduate	<a href="http://www.ecu.edu/prr/10/20/01">http://www.ecu.edu/prr/10/20/01</a>

## Academic Integrity – Student Code of Conduct

### Adherence Overview

Adherence to the ECU Student Code of Conduct and the ECU Academic Integrity Policy is mandatory. Acting with honesty and integrity during the academic portion of a student's career is preparation for one's professional career. Academic integrity violations such as actual or attempted cheating, plagiarism, and falsification of information, etc. are serious offenses reviewed by the University Judicial System. Students will be held accountable to the Conduct Code for the Department, College, and the University:

Department of Physical Therapy please see the link to the current handbook on the department website.

College of Allied Health Sciences: <https://cahs.ecu.edu/>

East Carolina University <http://www.ecu.edu/PRR/11/30/01>

**It is important for you to understand that the Standard Operating Procedure of the Department of Physical Therapy is to dismiss students who commit academic integrity violations while in the program.**

### Standard Operating Procedures for Exams

During an exam, students are required to leave backpacks, personal items, and cell phones to the side or front of the room and are not to leave the room for any reason. Please use the bathroom before exams begin, and, if necessary, limit the amount of fluids consumed before and during an exam. If an urgent need should arise, student should consult with the instructor proctoring the exam. Any student with a medical condition that would cause them to need to leave the exam room more often should provide a letter from their physician to the instructor.

### Standard Operating Procedures for Questions during Exams

In an effort to remain fair to everyone and to decrease disruptions in the testing environment, the faculty will significantly limit answering questions during written exams. Other than obvious typos, numbering errors, etc., students should answer each question to the best of their ability and write down any concerns/questions on the back page of the exam form. The instructor will consider these written concerns/questions when reviewing exam results.

## Standard Operating Procedures for Reviewing Exams

At the discretion of the instructor, students may have access to their own previous course exams during the program (e.g., may review exams 1 and 2 before exam 3). This is done so that students can be sure they understand where and why they made mistakes/errors on exams, and thus improve their learning of the material. Exams will be available only during specified days/times for each course and must be reviewed in the specified room/area. In order to allow several students to review exams at the same time, each student will be allowed to look at only *one* exam and corresponding answer key at a time. When reviewing an exam, students are required to leave backpacks, personal items, and cell phones in the front or to the sides of the room.

## Classroom Behavior

Behavior which causes any disruption to instructional activity will not be tolerated in our classrooms, labs, clinical sites, etc. Faculty have the right to remove a student from the classroom/lab/site, and, if behaviors continue, from the course (and therefore the DPT program). Students are referred to ECU's policy on Disruptive Classroom Behavior:

## Use of Electronic Devices

Cell phone use is prohibited in all physical therapy classrooms and labs during instructional time, unless specifically allowed by instructor (e.g., for an activity). Students should not use phones or any other device to record (video or audio) lectures, labs, etc. unless given explicit permission to do so by the course instructor. Recordings, including those posted on Canvas or other learning management systems, made (with instructor's permission) remain the intellectual property of the instructor and are *only* for the student's individual use. Recordings, and any part(s) of these recordings, are never to be shared, posted on social media, distributed on the internet, etc. This includes photos, screenshots, video recordings, audio recordings of faculty and/or other students especially when taken and posted out of context.

Laptops, iPads, or similar devices should only be used during class or lab for instructional purposes. Faculty reserve the right to ask students to turn off devices which are being used in any other way during class/lab.

## Use of Instructional Course Materials

Materials (slide presentations, pictures, illustrations, diagrams, etc.) prepared for use in a class or lab remain the intellectual property of the course instructor and are never to be used by students in other professional settings. Course materials are never to be posted to any internet site (other than ECU's Canvas site) by students, nor used by students for in-services, class presentations, etc., unless explicitly permitted by the faculty member. The course instructor reserves the right to change student grades if a student does not comply with this policy.

## Professional Integrity

### National Physical Therapy Exam

It is important for all physical therapy professionals to understand that cheating on the licensure examination is a serious professional issue which can lead to an erosion of our status as health care providers if left unchecked. These violations have been and will be successfully prosecuted by the Federation of State Boards of Physical Therapy. For more information on this important issue please go to the FSBPT web site [www.fsbpt.org](http://www.fsbpt.org).

## Electronic Media/Social Networks

Professional behavior extends beyond the classroom and the clinic. With the popularity of social networking, we find it necessary to remind students that information and visual media that you place on social networking sites is viewable by a wide range of individuals, including your academic and clinical faculty, future employers, patients, and their families, etc. We cannot/do not prohibit activity on such sites. However, while you are a PT student, you must not violate patient privacy guidelines such as HIPPA (this will extend into your professional life as well), and you will be held responsible for statements you make and media you post via electronic media/social networks. Websites for HIPPA policies can be found in Clinical Education section starting on page 21.

The University's policy on social media use can be found at <http://www.ecu.edu/PRR/08/10/02/> . Students in the program must remember that their social media postings are not only a reflection of themselves, but the program, and the profession. Remember "If it causes you to pause, then pause." If you're about to publish something that makes you even the slightest bit uncomfortable, step back and try to determine the cause of your hesitation. Remember there's no such thing as a "private" social media site. Ultimately, what you publish is yours—and can be traced to you. Comments can be forwarded or copied, archival systems save information even if you delete it, etc. Be cautious about what you post. Please refer to the Physical Therapy Student Code of Conduct (in this Handbook) for clear definitions of professional behavior and the serious consequences of Code violations.

## **Building Safety and Security**

All individuals working in the offices after hours should practice common sense with regard to their own personal safety. Any suspicious activity should be reported immediately to campus security at 328-6787 or the Brody office at 744-2246. After hours, you should never be alone in the building, and the outside doors should not be propped open or left unlocked.

All students are strongly advised to sign up for the ECU text message alert system. The information to register for this service can be found at: <https://alertinfo.ecu.edu/receive-ecu-alerts-for-ecu-students-staff-and-faculty/>

### Emergency Procedures

1. A brochure describing University policies and procedures for Emergency situations is posted in each departmental office.
2. Dialing 911 from any telephone in our building will contact the Campus Police. If additional assistance is needed (Fire or Emergency Personnel) Campus Police will contact the appropriate individuals. SEE DIRECTIONS BELOW FOR GIVING ADDRESS/DRIECTIONS FOR 911 OPERATOR.
3. Evacuation routes are posted throughout the buildings and identify both a primary and secondary route. They also identify the location of the fire alarms and fire extinguishers. Please review these diagrams so that you will be prepared in an emergency.
4. Notices regarding University operating hours and building closings for severe weather etc. are posted on the ANNOUNCE listing on the University email system. Students are also encouraged to register their cell phone number with the University so that they receive emergency alert messages <https://alertinfo.ecu.edu/receive-ecu-alerts-for-ecu-students-staff-and-faculty/>
5. Fire drills are conducted regularly by the Office of Environmental Health and Safety. When you hear the fire alarm sound, you should leave your office or classroom immediately and close the door behind you. Evacuate to a safe distance from the

building (PT faculty/staff/students meet at small gazebo directly across Emergency Drive near Laupus Lake) and remain there until instructed to return by Environmental Health and Safety personnel.

#### Emergency Evacuation Plan

1. When the fire alarm sounds, assume the emergency is real.
2. Upon discovering a fire, immediately sound the building fire alarm and/or alert other occupants. Fire alarms are identified on the building evacuation route plan.
3. Call 911; give your name, department, location, and telephone number.
4. FIRE: If the fire is small, you may want to fight it with a fire extinguisher from a position of escape. Be sure you are using the proper extinguisher for the type of fire you are fighting. When in doubt, just get out. The nearest fire extinguisher location is indicated on the building evacuation route plan. If the fire is large, very smoky, or spreading rapidly, evacuate the building immediately. Inform others in the building that may not have responded to the alarm to evacuate immediately. If you have to go through smoke, crawl on your hands and knees.

#### Emergency Bluelight Phone Locations (These telephones connect directly to the Campus Police):

Room 4511 – Laupus Health Sciences Library	Room 3536 – Laupus Health Sciences Library
Room 3500 – Laupus Health Sciences Library	Between Nursing & Allied Health – Breezeway
Courtyard – Between all Allied Health Buildings	Remote Lot behind Allied Health Building
Behind Auditorium – Allied Health Building	North of Nursing Building
West of Pond	Courtyard – between all Allied Health Buildings
Laupus Health Sciences Library Entrance	North of Laupus Health Sciences Library

#### Medical Emergency in CAHS Building Instructions

In the event of a medical emergency, follow the directions below to call 911 and give appropriate directions to the Health Sciences building.

##### In case of medical emergency

- ◆ Call 911 on a university phone when possible. Address is 500 Health Science Drive
- ◆ Give your name, location, telephone number, nature of the patient's injury, number of people injured, age and gender of patient, and patient's level of consciousness and breathing.
- ◆ Return to the patient. Administer first aid. Keep the victim as calm and comfortable as possible.
- ◆ Remain with the victim until ECU police officers or emergency rescue personnel arrive.
- ◆ If you used a cell phone for the initial 911 call, direct someone to use an ECU phone to call 911 to alert ECU Police of the situation.

#### CPR Assistance

The majority of PT students and PT faculty are CPR certified. A listing of other individuals who are CPR certified and willing to assist in this type of emergency is available from the Dean's Office. The department will assist students with identifying CPR instructors. *NOTE: Automated Electronic Defibrillators (AEDs) are located in Rm 1425 (Human Movement Research Lab), inside the entrance of Rm 1445, and throughout the Health Sciences Building.*



### First Aid Supplies

First aid kits for minor cuts and abrasions are available in the Department of Physical Therapy in the main office and in the labs. Sterile gauze, band-aids, antiseptic, and gloves are also available in the Clinical Laboratory Science lab.

### Clinical Laboratory Safety

Clinical laboratory equipment is calibrated and inspected annually by ECU Health Biomedical.

<b><u>Campus Environment Safety Regulations and Emergency Procedures</u></b>	
Universal Behavioral Concerns Team	<a href="http://www.ecu.edu/prr/05/20/01">http://www.ecu.edu/prr/05/20/01</a>
University Regulation Concerning Weapons on Campus	<a href="http://www.ecu.edu/prr/#Campus_Environment">http://www.ecu.edu/prr/#Campus_Environment</a>
University Good Samaritan Regulation	<a href="http://www.ecu.edu/prr/11/30/02">http://www.ecu.edu/prr/11/30/02</a>
Office of Equity and Diversity, Policies, Federal and State Laws	<a href="https://oed.ecu.edu/">https://oed.ecu.edu/</a>
University Regulation on Reports of Prohibited Interpersonal Violence and Related Misconduct	<a href="https://www.ecu.edu/prr/05/25/04">https://www.ecu.edu/prr/05/25/04</a>
University Alcohol Policy	<a href="http://www.ecu.edu/PRR/07/30/04">http://www.ecu.edu/PRR/07/30/04</a>
Policy on Substance Abuse, Graduate Catalog	<a href="http://catalog.ecu.edu/content.php?catoid=15&amp;navoid=1226#Substance_Abuse_Policy">http://catalog.ecu.edu/content.php?catoid=15&amp;navoid=1226#Substance_Abuse_Policy</a>
Safety Hazard Investigation	<a href="http://www.ecu.edu/prr/05/10/01">http://www.ecu.edu/prr/05/10/01</a>
Environmental Health and Safety Requirements for Events	<a href="http://www.ecu.edu/prr/05/10/02">http://www.ecu.edu/prr/05/10/02</a>
Biological Safety Regulation	<a href="http://www.ecu.edu/prr/12/60/01">http://www.ecu.edu/prr/12/60/01</a>
Infection Control Regulation	<a href="http://www.ecu.edu/prr/12/60/03">http://www.ecu.edu/prr/12/60/03</a>
Chemical Hygiene Plan	<a href="http://www.ecu.edu/prr/05/20/02">http://www.ecu.edu/prr/05/20/02</a>
Compressed Gas Cylinders	<a href="http://www.ecu.edu/prr/05/20/03">http://www.ecu.edu/prr/05/20/03</a>

**East Carolina University**  
**Policy Statement on Smoking**  
(Revised 1/12/2009)

Authority: Issued by the Chancellor.

Statutory Authority: [N.C. General Statutes 143-596 to 143-597](#) and [130A-491 to 130A-493.1](#)

Policy Administrator: Associate Vice Chancellor, Human Resources (252) 328-9881

**I. Purpose**

- A. This policy governs all buildings and property that are owned, leased or occupied by East Carolina University ("university"). This regulation also governs the grounds and walkways of such properties and state vehicles.
- B. This policy is adopted in accordance with North Carolina law for purposes of improving public health and applies to all faculty, staff, students, visitors and patients. It is the responsibility of every member of the University community to conduct himself or herself in compliance with this policy and the policy of the ECU Health Science Complex.

**II. Smoking Restrictions**

Smoking (use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product) must not occur within the no smoking areas as designated by this policy. All smoking materials must be disposed of in the appropriate receptacles.

- A. **Buildings**  
Effective August 14, 2008, smoking is prohibited inside university owned or leased buildings, including residence halls governed by the Division of Student Affairs. The word "buildings" includes but is not limited to, building walls, exits, entrances, air intakes, windows, exterior stairs, balconies, porches, breezeways or any other structure adjoining a campus building.
- B. **Grounds & Walkways**  
Smoking is prohibited within 25 linear feet of all university buildings. Smoking may be prohibited in other outdoor spaces (beyond 25 feet) for safety or health reasons.
- C. **ECU Health Sciences Complex**  
The Division of Health Sciences has approved a separate smoking policy, effective January 1, 2009, which applies to its complex's buildings, grounds and walkways in accordance with University policy and North Carolina law. Access to a complete copy of the Policy may be found at [https://policy.ecu.edu/05/20/09#:~:text=\(%22HSC%22\)%3A-2.1.or%20occupied%20by%20the%20HSC](https://policy.ecu.edu/05/20/09#:~:text=(%22HSC%22)%3A-2.1.or%20occupied%20by%20the%20HSC). A six-month period for education about and implementation of this policy became effective July 1, 2008.
- D. **State Vehicles**  
Effective January 1, 2009, smoking is prohibited in all state vehicles. State vehicles are defined as a passenger-carrying vehicle owned, leased or otherwise controlled by the State and assigned permanently or temporarily to a State employee or State agency or institution for official State business. One or more signs shall be placed in conspicuous areas of the

vehicle, shall state that “smoking is prohibited” and may include the international “no smoking” symbol

#### **E. Exceptions**

- 1. Smoking is permitted inside university buildings that are used for medical or scientific research to the extent that smoking is an integral part of the research. Smoking permitted under this subsection shall be confined to the area where the research is being conducted and as approved by the Office of Environmental Health and Safety.**
- 2. A dean or vice chancellor may designate an outdoor space as an authorized smoking location within 25 feet of a building for which s/he has administrative authority, as long as the location is at least 25 feet from all public entrances and HVAC intakes and is approved by the Office of Environmental Health and Safety.**

### **III. Implementation**

Facilities Services shall be responsible for design, installation and maintenance of signage to indicate "smoking is prohibited" at appropriate building locations, and signage to indicate areas within 25 feet of university buildings that have been approved by an appropriate dean or vice chancellor as designated smoking areas. Facilities Services will provide appropriate receptacles for smoking waste in designated areas.

Department heads will be responsible for installation and maintenance of signage in university owned vehicles under their control. ECU Parking & Transportation will be responsible for installation and maintenance of signage in vehicles leased through Motor Fleet Management.

### **IV. Enforcement**

Deans, Directors and department heads have primary responsibility for administration and enforcement of this policy. Voluntary compliance should be encouraged first to educate visitors, patients and new faculty, staff and students. Students violating this policy may be referred to the Dean of Students. Human Resources is available to assist with faculty and staff violations. Visitors, patients, and students who violate the no smoking policy should be reminded of the policy and asked to comply by putting out the lighted tobacco product. If a student refuses to comply with the policy, the Dean of Students' office should be contacted. That office will follow up with the student regarding the policy and available resources.

Any University employee who violates the no smoking policy should be reminded of the policy and asked to comply by putting out the lighted tobacco product. If an employee refuses to comply with the policy, the departmental representative will notify the immediate supervisor of the noncompliant employee. The immediate supervisor will follow-up with the employee to remind him/her about the policy and available resources. Continuing violations may also result in appropriate corrective action under the applicable disciplinary policy.

ECU Police may issue citations to anyone who violates this policy. Citations result in a fine of up to \$25 and are subject to additional court costs as well.

### **V. Policy Management**

Human Resources will maintain and update this policy as required. Human Resources is available to assist departments in policy interpretation and compliance.

Approved by the Chancellor's Executive Council on January 12, 2009

Tobacco and Vaping Use on Campus	<a href="http://www.ecu.edu/pr/05/20/09">http://www.ecu.edu/pr/05/20/09</a>
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## **Complaints that Fall Outside the Realm of Due Process**

Complaints external to the University should be channeled through the appropriate chain of command. For example, a complaint from a clinical education site should be communicated to the Director of Clinical Education for resolution. If following this initial communication issues are not resolved then the Department Chair would intervene. If necessary, the Dean of CAHS will be consulted on any issues. Documentation on any complaint will be maintained by the Department Chair and will be used for faculty discussion and, if required, specific actions will be taken.

## **Complaints Involving Physical Therapy Accreditation**

Students who believe the Department is no longer in compliance with accreditation standards may contact the physical therapy accreditation organization, Commission on Accreditation in Physical Therapy Education (CAPTE), directly.

**CAPTE**  
1111 North Fairfax Street  
Alexandria, VA 22314-1488  
(800) 999-2782

## **Reports to CAPTE**

The Department Chair is responsible for all activity related to accreditation of the DPT program. This includes but is not limited to providing CAPTE with required program and accreditation information, and submission of fees and biannual reports.

**IMPORTANT: READ THIS DOCUMENT AND CONSIDER THIS CAREFULLY BEFORE SIGNING.**

**Essential Requirements of Physical Therapy Education at East Carolina University, Department of Physical Therapy: Standards for Admission, Retention and Graduation**

Introduction and Overview

The Doctor of Physical Therapy degree (DPT) requires acquisition of general knowledge and basic skills in the practice of physical therapy. The practice of physical therapy involves examination, evaluation, and testing of individuals with mechanical, physiological, and developmental impairments, functional limitations, and disability or health and movement-related conditions in order to determine a diagnosis, prognosis, plan of therapeutic intervention, and to assess the ongoing effects of intervention. The education of entry-level physical therapist requires assimilation of knowledge, acquisition of skills and development of judgment through patient care experience in preparation for independent and appropriate decision making required to practice in a safe, legal and ethical manner.

Policy

The East Carolina University Department of Physical Therapy endeavors to select applicants for admission who have the ability to become highly competent physical therapists. The Department of Physical Therapy at East Carolina University is an accredited graduate program in physical therapy and adheres to standards and guidelines of the Commission on Accreditation for Physical Therapy Education and the American Physical Therapy Association. Within these guidelines, the East Carolina University Department of Physical Therapy has the responsibility for selecting and evaluating students, designing, implementing, and evaluating the curriculum, and awarding a degree. Admission and retention decisions are based on prior satisfactory academic achievement and on non-academic factors, which serve to ensure that the candidate can complete the essential functions of the academic program, required for graduation. The Department has responsibility to the public to assure that graduates can become fully competent and caring professionals, capable of doing benefit and not harm. Therefore, it is critical that persons admitted possess compassion, integrity, intelligence, humanitarian concern, and physical and emotional capacity necessary to practice physical therapy. The Department of Physical Therapy, as a part of East Carolina University is committed to the principle of equal opportunity. The Department does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, disabled veteran or Vietnam era veteran status. When requested, East Carolina University will provide reasonable accommodation to otherwise qualified students.

Request for Accommodation	
Notice of Nondiscrimination and Affirmative Action Policy	<a href="http://www.ecu.edu/prr/05/25/02">http://www.ecu.edu/prr/05/25/02</a>

Program

Technical standards as distinguished from academic standards refer to physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum and the development of professional attributes required by the faculty of all students at graduation. Essential abilities required by the program include: motor, sensory, communication, intellectual (quantitative, integrative, and conceptual abilities for problem solving and integration of information from patient assessment) and the behavioral and social aspects of the performance of a physical therapist. The East Carolina University Department of Physical Therapy curriculum requires essential abilities in

information acquisition. Students must possess the ability to master information presented in course work in the form of lectures, laboratory sessions, written material, and projected images. Students must possess the cognitive ability necessary to master relevant content in basic science and clinical courses at a level deemed appropriate by the faculty and the Graduate School. The ability to comprehend, memorize, analyze, and synthesize material are included in cognitive skills. Students must be able to discern and comprehend dimensional and spatial relationships of structures and be able to develop reasoning and decision-making skills appropriate to physical therapy practice. Students must have the ability to take and document in the patient's record an appropriate history and perform a physical examination. The physical examination may include tests and measures of the following:

- aerobic capacity or endurance
- anthropometric characteristics
- arousal, mentation, and cognition
- assistive and adaptive devices
- community or work (job/school/play) integration/reintegration
- cranial nerve integrity
- environmental, home and work (job/school/play) barriers
- ergonomics or body mechanics
- gait, locomotion, and balance
- integumentary integrity
- joint integrity and mobility
- motor function
- muscle performance
- neuromotor development and sensory integration
- orthotic, protective, and supportive devices
- pain
- posture
- prosthetic requirements
- range of motion
- reflex integrity
- self-care and home-management
- sensory integrity
- ventilation, respiration, and circulation

The tests require that students observe and palpate body surfaces and obtain auditory information (patient voice and heart tones). The ability to communicate with the patient, family, physician, and other members of the health care team is required. The student must recognize the significance of non-verbal communication from the patient and possess openness, concern, and sensitivity to potential cultural differences. A major component of physical therapy practice is assessment and management of movement disorders. Physical therapy practice also involves alleviating impairment, functional limitation, and disability by designing, implementing, and modifying therapeutic interventions that may include the following:

- coordination, communication, and documentation
- patient-related instruction
- therapeutic exercises (including aerobic conditioning)
- functional training in self-care and home-management (including activities of daily living)
- functional training in community or work (job/school/play)
- integration/reintegration activities including work hardening and work conditioning
- manual therapy techniques including mobilization and manipulation

- wound management
- physical agents and mechanical modalities
- electrotherapeutic modalities
- prescription, application, and as appropriate, fabrication of assistive, adaptive, orthotic, protective, supportive, and prosthetic devices and equipment
- airway clearance techniques

Students must have the ability, within reasonable limits to safely assist a patient in moving from a chair to a bed, from a wheelchair to a mat table, up and down a flight of stairs, ramp, or curb. Students must also have the ability to move himself/herself and the patient in three-dimensional space in order to perform motor function tests and treatments, gait training, and joint mobilization while ensuring the physical safety of a patient at all times.

There are risks when a student is in the role of a patient or patient simulator. It is the student's responsibility to inform the instructor of any pathologies and/or concerns he/she may have as they pertain to specific procedures. It is strongly advised that if, at any time, a student does not feel comfortable with a given technique, he/she should not perform/receive that technique.

Students must be able to process and communicate information on the patient's status with accuracy and in a timely manner to physical therapy colleagues and other members of the health care team.

Student must have the emotional stability to function effectively under stress and the ability to adapt to an environment which may change rapidly without warning or in unpredictable ways.

It is the responsibility of the student with disabilities to request reasonable accommodations needed to execute the essential requirements and physical demands required of physical therapists.

<b>Student Retention, Progression and Dismissal</b>	
Academic Regulations, Graduate Catalog	<a href="http://catalog.ecu.edu/content.php?catoid=15&amp;navoid=1222">http://catalog.ecu.edu/content.php?catoid=15&amp;navoid=1222</a>
Academic Regulations - Graduate	<a href="http://www.ecu.edu/prr/10/20/01">http://www.ecu.edu/prr/10/20/01</a>

### References

Evaluative Criteria for the Accreditation of Education Programs for the Preparation of Physical Therapists. Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association.

Hendrickson S, Lyden S, Tarter C, Banaitis D and Cicirello N. Implementation of the Americans with Disabilities Act into physical therapy programs. *Journal of Physical Therapy Education*. 1998;12:9-15.

Ingram D. Essential functions required of physical therapist assistant and physical therapy students. *Journal of Physical Therapy Education*. 1994;8:57-59.

Normative Model of Physical Therapist Professional Education: Version 97. APTA. Ward RS, Ingram D, and Mirone J. Accommodations for students with disabilities in physical therapist and physical therapist assistant education programs: a pilot study. *Journal of Physical Therapy Education*. 1998;12:16-21.

Please print and sign the following documents.

**These signed documents should be turned in to department staff in Room 2410 by Tuesday, May 28, 2024.**



ECU Department of Physical Therapy Signature Verification

Essential Requirements of Physical Therapy Education at East Carolina University, Department of Physical Therapy: Standards for Admission, Retention and Graduation

Verification of Reading Presented Material

By my signature, I verify that I have received and read the material presented in the document Essential Requirements of Physical Therapy Education at East Carolina University, Department of Physical Therapy: Standards for Admission, Retention and Graduation and understand and in agreement.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**This signed document should be turned in to department staff in Room 2410 by Tuesday, May 28, 2024.**

Physical Therapy Student Pledge

I, \_\_\_\_\_, understand that as a student of East Carolina University I am a member of a greater academic community and that there are certain expectations for my behavior. I am aware that those expectations are found in the ECU Student Code of Conduct and the ECU Academic Integrity Policy. I understand the responsibility that comes with being a student at East Carolina University and being a member of the Pirate Nation; I pledge to uphold all policies and be a positive reflection while enrolled.

The ECU Student Code of Conduct can be found at: <http://www.ecu.edu/PRR/11/30/01>

The ECU Academic Integrity Policy can be found at: <https://osrr.ecu.edu/policies-procedures/>

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**This signed document should be turned in to department staff in Room 2410 by Tuesday, May 28, 2024.**

## Student Health Care Coverage

All students enrolled in the ECU DPT program are required to carry personal health care insurance to cover medical costs in case of illness, accident, or injury. Students are at risk for exposure to infectious diseases when affiliating in hospitals and clinics. Students are at risk for injury when performing patient transfers, performing sharp wound/burn debridement, and in other patient care activities.

Some clinical training sites decline to provide clinical affiliations for students who are not covered under a health care insurance policy. Students enrolled at ECU are not considered employees of the University so health care coverage by the University is not provided for students in class, labs, or in the clinic. Clinical training sites are also not employers of students, so Workman's Compensation does not provide coverage.

Students must either purchase insurance through ECU or "waive out" if covered by private insurance, by going online to: <http://www.studentbluenc.com>

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Complete the information below:

\_\_\_\_\_ I have been advised of the importance of and necessity for personal health care insurance.

I am covered under (check one):

\_\_\_\_\_ Parent's policy    \_\_\_\_\_ Spouse's Policy    \_\_\_\_\_ Individual Policy    \_\_\_\_\_ ECU Policy

Name of insurance company: \_\_\_\_\_

**The PT Department will need a copy of your current health insurance to keep on file. A copy of your insurance card can be made in the PT office.**

I certify that the above information is true. Should my health insurance change, I am required to notify the Chair of the Department of Physical Therapy and the Director of Clinical Education.

Print Name: \_\_\_\_\_

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

**This signed document should be turned in to department staff in Room 2410 by Tuesday, May 28, 2024.**

**ECU Physical Therapy**  
**Video & Photograph Consent and Release**

In consideration of being permitted to participate in video recordings and photographed at East Carolina University ("ECU"), I hereby grant to ECU the absolute and irrevocable right and unrestricted permission in respect to my name, photographic portraits or pictures, likeness, or voice or any or all of them or in which I may be included with others, to copyright the same, in ECU's own name or otherwise to use, re-use, publish and re-publish the same in whole or in part, individually or in any and all media now or hereafter known, and for any purpose whatsoever for illustration, promotion, art, editorial, advertising, or any other purpose whatsoever without restriction as an alternation.

In consideration of being permitted to participate in video recordings, I hereby release and discharge ECU from any and all claims and demands arising out of or in connection with the use of my photograph, name, likeness, or voice including without limitation any and all claims for libel or invasion of privacy with my participation in video recordings.

I fully understand that my participation in video recordings and being photographed is completely voluntary and this conforms that I am of full age and have the right to contract in my own name. This acknowledges that I have read the foregoing and fully understand the contents thereof. This release shall be binding upon me, my heirs, legal representatives, and assigns.

In witness thereof, I have caused this Consent and Release to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Witness:

Participant:

**Dr. Amy Gross McMillan**  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**This signed document should be turned in to department staff in Room 2410 by Tuesday, May 28, 2024.**

ECU DPT Program Consent and Release

1. In connection with East Carolina University's entry-level Doctoral of Physical Therapy (DPT) program, I, \_\_\_\_\_, hereby volunteer for and consent to the performance of physical tests, measurements, and/or interventions (as approved by CAPTE) by me and on me. Assessment and intervention techniques including but not limited to the musculoskeletal, neuromuscular, cardiovascular and pulmonary systems. Assessments and interventions will include range of motion, manual techniques, and functional tasks for each body region and the body as a whole.
2. I understand that there are risks of personal injury associated with the tests, measurements, and/or interventions taught in the DPT curriculum and that these risks may be heightened if I am pregnant or have certain medical conditions. I will inform my instructors of any condition which may increase my risk. I have agreed to assume the risks involved, and I hereby agree that I am responsible for any resulting injury, whether serious or minor.
3. I understand that these tests, measurements, and/or interventions are being performed for the sole purpose of demonstration and learning, and that they are not intended to be diagnostic or therapeutic for me personally.
4. I recognize that the persons providing and/or performing the tests, measurements, and/or interventions will answer any of my inquiries. I am free to withdraw my consent and discontinue participation if I am uncomfortable with any technique being performed on me.
5. I hereby release East Carolina University, the College of Health Sciences, the Physical Therapy Department, its chair, employees, faculty, staff, and agents from any and all liability, loss, or damage arising from or in any way connected with the tests, measurements, and/or interventions identified above.
6. I have read this Consent and Release and understand its contents.
7. I affirm that I have answered fully and accurately all questions (below) about my health asked by the ECU Department of Physical Therapy and that I have disclosed all information concerning my health that is relevant to my participation in the DPT curriculum.

Medical Conditions including past surgeries: \_\_\_\_\_

\_\_\_\_\_

Food Allergies: \_\_\_\_\_

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

Name (printed/typed): \_\_\_\_\_

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

**This signed document should be turned in to department staff in Room 2410 by  
Tuesday, May 28, 2024.**