



# **SAN JACINTO COLLEGE SOUTH**

## **PHYSICAL THERAPIST ASSISTANT (PTA) PROGRAM**

### **STUDENT HANDBOOK**

Revised: July 2018

## TABLE OF CONTENTS

	<b>Page</b>
1. Purpose of Physical Therapist Assistant Student Handbook	3
2. Introduction	3
3. Faculty/Staff Directory	5
4. Mission Statements	6
5. Vision Statements	6
6. Values	6
7. Program Outcomes	8
8. San Jacinto Community College District Physical Therapist Assistant Exit Level Competencies (Student Guarantee)	9
9. Grievance Procedures for Nondiscrimination	10
10. Student Responsibilities	10
11. Curriculum Outline	11
12. Tuition and Financial Aid	12
13. Complaint Process/Grievance Procedure	13
14. Physical Therapist Assistant Program Policies	13
I. Class Attendance	13
II. Grading	15
III. Clinical Course Grades	21
IV. Performance Counseling Reports	21
V. Counseling	22
VI. Curriculum Compliance/Failure to complete the PTA Program in the Designated Time	22
VII. Withdrawal Policy	23
VIII. Dismissal Policy	24
IX. Clinical Courses	25
X. Cellular Phones and Personal Electronics	25
XI. Appearance and Grooming	25
XII. Academic Dishonesty	27
XIII. Testing Procedures	28
XIV. Sexual Harassment	28
XV. Employment While Enrolled in the PTA Program	28
XVI. Course Enrollment	29
XVII. Use of Laboratory Facilities	29
XVIII. Use of PTA Library Resources	31
XIX. Patients with Communicable Diseases/HIPAA	32
XX. Health Services	32
XXI. Physical and Mental Requirements	33
XXII. Accessibility Services	35
XXIII. Admissions	35
XXIV. Transfer Policy for Students Previously Enrolled in Another PT or PTA Program	37
XXV. Readmission	38

XXVI.	Student Physical Therapist Assistant Club	40
XXVII.	Service Learning Projects	40
XXVIII.	Student and Applicant Files	40
XXIX.	Change of Personal Information	41
XXX.	Notification of Unlawful Behavior	41
XXXI.	Suspected Substance Abuse	41
XXXII.	Summer Skills Checkoffs	42
XXXIII.	Student Agreement	42
XXXIV.	PTA Program Policy Statement	42
•	Appendices	43
	A. Withdrawal Notice form	
	B. Orientation Agreement form	

# 1. PURPOSE OF PHYSICAL THERAPIST ASSISTANT STUDENT HANDBOOK

This manual states and describes the policies, procedures, and expectations of students enrolled in the Physical Therapist Assistant Program at San Jacinto College. These policies and procedures are extensions of those outlined in the current San Jacinto Community College District Student Handbook.

The PTA program reviews and updates the PTA Student Handbook annually. Throughout the academic year, the faculty and program director keep notes (in the Departmental Meeting Minutes) on policies and procedures that need to be added or changed. Every new policy applied to the Physical Therapist Assistant Program is cross-reference with the institutional policies. Significant additions or changes are presented to the Advisory Board Committee for approval. Changes are then made to the manuals and redistributed at the beginning of the following academic year.

## 2. INTRODUCTION

San Jacinto Community College is a public community college in East Harris County, Texas, which serves a district defined by the combined areas of these independent school districts: Channelview, Clear Creek, Deer Park, Galena Park, La Porte, Pasadena, and Sheldon, as well as portions of Clear Creek and Humble. The college is accredited by the Commission on Colleges of Southern Association of Colleges and Schools to award the associate degree.

San Jacinto College District is committed to equal employment opportunity. As provided by this policy and to the extent provided by applicable law, no person including students, faculty, staff, and temporary workers will be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the San Jacinto College District on the basis of sex, disability, race, religion, color, age, national origin, or veteran status.

San Jacinto College District meets the needs of its community through high-quality education. As part of this mission, the Quality Enhancement Plan (QEP) encourages students to read their textbook and course material carefully to succeed in their classes and realize their personal and educational goals.

The Physical Therapist Assistant Program strives to promote congruent mission, vision and values statements with our college. Professionalism is the cornerstone of our program and our vocation. Our philosophy can be reiterated in the American Physical

Therapy Associations' Code of Ethics for the Physical Therapist, Standards of Ethical Conduct for the Physical Therapist Assistant, Guide for Professional Conduct, and Guide for Conduct of the PTA, at [www.apta.org](http://www.apta.org). The PTA program complies with the Executive Council of Physical Therapy and Occupational Therapy Examiners. San Jacinto College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The PTA Program at San Jacinto College is accredited by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax St., Alexandria, VA 22314-1488; telephone: (703) 706-3245); email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

American Physical Therapy Association (APTA)  
1111 North Fairfax Street  
Alexandria, VA 22314-1488  
(703) 684-APTA (2782)  
[www.apta.org](http://www.apta.org)

Executive Council of Physical Therapy and Occupational Therapy Examiners  
333 Guadalupe, Suite 2-510  
Austin, TX 78701-3942  
(512) 305-6900  
[www.ecptote.state.tx.us/](http://www.ecptote.state.tx.us/)

Commission on Colleges of Southern Association of Colleges and Schools  
1886 Southern Lane  
Decatur, GA 30033-4097  
(404) 679-4501  
[www.sacscoc.org/](http://www.sacscoc.org/)

### 3. FACUTLY/STAFF DIRECTORY

**Core faculty:**

Susan Hinson, PT, DPT  
Program Director  
Phone: 281-929-4697  
Fax: 281-929-4634  
[Susan.Hinson@sjcd.edu](mailto:Susan.Hinson@sjcd.edu)

Mina Cauthen, PTA, BA  
Director of Clinical Education  
Phone: 281-484-1900 ext. 3519  
Fax: 281-929-4634  
[mina.cauthen@sjcd.edu](mailto:mina.cauthen@sjcd.edu)

Kendall Gill, PT, DPT  
Faculty  
Phone: 281-484-1900 ext. 3790  
[Kendall.Gill@sjcd.edu](mailto:Kendall.Gill@sjcd.edu)

**Adjunct faculty:**

Holly Beckman, PTA

**Administrative assistant:**

Richard Hind  
Phone: 281-922-3476  
Fax: 281-929-4634  
[Richard.Hind@sjcd.edu](mailto:Richard.Hind@sjcd.edu)

**Program Information**

San Jacinto College – South Campus  
Science/Allied Health (Building 1, room S-1251q)  
13735 Beamer Road  
Houston, TX 77089  
281-922-3476  
Fax: 281-929-4634  
[www.sanjac.edu/PTA](http://www.sanjac.edu/PTA)

## 4. MISSION STATEMENTS

### **COLLEGE**

Our mission is to ensure student success, create seamless transitions, and enrich the quality of life in the communities we serve.

### **PROGRAM**

The mission of the Physical Therapist Assistant Program is to provide successful and competent para-professionals who possess the knowledge, skills, and attitudes necessary to succeed in the profession in a variety of health care settings under the direction of a Physical Therapist. The graduate will have a commitment to self-directed lifelong learning; and be of service to man, the community and society.

## 5. VISION STATEMENTS

### **COLLEGE**

San Jacinto College will be the leader in educational excellence and in the achievement of equity among diverse populations. We will empower students to achieve their goals, redefine their expectations, and encourage their exploration of new opportunities. Our passions are people, learning, innovation, and continuous improvement.

### **PROGRAM**

The Physical Therapist Assistant Program will develop educational excellence in physical therapy and bring to the program students from diverse backgrounds, locations and cultures. All students will have the opportunity to explore their unique interests with the support and encouragement of staff and faculty. Our desire is to create an environment to instill critical thinking, ethical behavior, and compassionate treatments in the classroom and on clinical rotations.

## 6. VALUES

### **COLLEGE**

Integrity: Ethical and Professional: “We act in ways which instill confidence and trust.”

Excellence: In Everything We Do: “We achieve quality results in everything we do.”

Accountability: It’s Up to Us: “We take responsibility for our commitments and outcomes.”

Innovation: Lead the Way: “We apply knowledge, skill, insight, and imagination to recognize opportunities, solve problems, and recommend new solutions.”

Sense of Community: Caring for Those We Serve and Ourselves: “We demonstrate genuine concern for the well-being of our students, our community and ourselves.”

Student Success: Our Ultimate Measure: “We enable students to achieve their goals.”

Diversity: Celebrate the Differences: “We celebrate the diversity of ideas and cultures.”

Collaboration: We Work together: “We work together for the benefit of the college.”

## **PROGRAM**

Integrity: In every class and clinical experience students will demonstrate professional behaviors and ethical conduct.

Excellence: We strive to have not only outstanding classes and resources at the college but also at each clinical and healthcare facility.

Accountability: We strive to be accountable to our students, the college, our clinical sites and the community.

Innovation: Our innovated thinking is expressed in the classroom and clinical program by adapting policy of creative clinical placement and imaginative learning experiences.

Sense of Community: Through service learning and the Student Physical Therapist Assistant Society we provide numerous opportunities for the student to develop a sense of community for the betterment of themselves and others.

Student Success: Our student success is ultimately measured by the passage of the National Exam for the PTA, their accumulated knowledge, enriched lives as well as a lifelong service to themselves and others.

Diversity: In all our professional activities we identify, value and act with consideration for all individuals.

Collaboration: Our students work as a team member in class, clinical situations and in the community.

## 7. PTA PROGRAM OUTCOMES

### OUTCOMES OF PTA PROGRAM GRADUATES:

1. Graduates of the PTA program will perform as entry level physical therapist assistants in a variety of health care settings under the direction and supervision of a physical therapist.
2. Graduates of the PTA program will demonstrate behaviors consistent with lifelong learning.
3. Graduates of the PTA program will function as contributing members of the community and society.
4. Graduates of the PTA program will provide physical therapy treatment in an ethical and culturally competent manner.
5. Graduates of the PTA program will function as an effective member of the healthcare team.
6. Graduates of the PTA program will provide physical therapy treatment based on contemporary standards.

In accordance with ensuring the PTA PROGRAM OUTCOMES are achieved, the PTA program and faculty will

- Provide a curriculum of academic and technical courses which will provide the foundation for the graduate to benefit from further study in the profession of physical therapy.
- Provide an atmosphere of technical support that is conducive to student success.
- Provide seamless transitions from technical students to licensed physical therapist assistants.
- Continue to gain knowledge in teaching and the profession of physical therapy.
- Model a commitment to service activities to the community and the profession.

The mission and philosophy of the Physical Therapist Assistant Program are consistent with the mission and overall philosophy of the institution. The PTA program is in harmony and tightly connected in student success and in creating transitions to the workforce, and enriching the quality of life in the communities served by San Jacinto College. The Physical Therapist Assistant Program is committed to an educational environment that will promote students who will possess the knowledge, skills, and

attitudes necessary to succeed as a physical therapist assistant in a dynamic health care environment. The PTA program believes that the students should have an educational environment that is led by instructors who are imaginative and competent. The instructors should provide the students with knowledge and skills, but also open channels of interest and occupation. We prepare our students to become active physical therapist assistants in the local workforce and to enrich the lives of patients/ community members that they treat.

For a comprehensive list and description of the skills for an entry level PTA graduate, please refer to The Minimum Required Skills of a Physical Therapist Assistant Graduate at Entry-Level (BOD G11-08-09-18) which can be found on the APTA's website at <http://www.apta.org/>, [Minimum Required Skills PTA Grads](#)

The curriculum of the San Jacinto College PTA program is designed to develop the skills of the programs graduates in accordance with these standards.

## 8. SAN JACINTO COMMUNITY COLLEGE DISTRICT PHYSICAL THERAPIST ASSISTANT PROGRAM EXIT LEVEL COMPETENCIES (Student Guarantee)

Graduates of the PTA Program will possess a strong base of knowledge of the history of the profession and of the American Physical Therapy Association including the evolution of the role of the physical therapist assistant, legal and ethical standards, and the structure and benefits of the professional organization. Graduates will also possess an understanding of the health care system including the relationship of the physical therapist assistant to others on the health care team, the organization of physical therapy services, and the process and value of continuous quality improvement.

Graduates will recognize an understanding of societal factors such as cultural, economic, psychosocial, ethical, legal and demographic influences as being important in providing effective patient care. They will interact with patients and their families in a manner which provides the desired psychosocial support including the recognition of cultural and socioeconomic differences and the impact of these influences on outcome. They will consider the patient and family as part of the team. Graduates will work in a variety of environments with a diverse population and will understand the need to adapt appropriately. They will understand and respect the roles of others on the health care team. They will understand their roles and responsibilities and interact with others on the health care team appropriately. They will use support staff legally and appropriately.

As health care providers, the graduates will value ethical practice, service to the profession and community, and preservation of the rights and dignity of individuals. They will respect the client's rights to confidentiality, privacy and choice. They will appreciate learning as a life long process and seek out opportunities to acquire or refine skills and knowledge.

Graduates will be able to perform the functions of an entry level physical therapist assistant in an ethical, legal, safe and effective manner. They will be able to implement a comprehensive treatment plan developed by a physical therapist which may include any of the skills included in the curriculum or for which they have been trained. They will be able to perform appropriate assessments to assist the supervising therapist to monitor patient progress. They will demonstrate effective written, verbal, and nonverbal communication with patients and their families, the supervising physical therapist and other colleagues, other health care providers, and the public. Graduates will use critical thinking and problem solving skills in performing their duties and communicate their observations to the supervising physical therapist in a timely manner. They will document relevant information in a format approved by the facility, participate in discharge planning and teaching others as appropriate.

## 9. Grievance Procedures for Discrimination

It is the policy of San Jacinto College to provide an educational, employment, and business environment free of discrimination based on race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status. Trustees, administrators, faculty, staff, and other agents of the College will not engage in conduct constituting unlawful harassment or discrimination. The College strives to maintain a learning environment free of harassment. The College will promptly investigate all allegations of harassment and take appropriate disciplinary action against individuals who engage in unlawful behavior. Disciplinary action may include dismissal of employees or expulsion of students.

As a student at San Jacinto College, you may not be discriminated against on these bases in: Admission to programs of study; Access to enrollment in courses; Career placement services, Counseling and guidance materials, tests, and practices; Technical Education.

## 10. STUDENT RESPONSIBILITIES

Believing that learning is an internal, individual response, dependent on many predictable and unpredictable variables, the faculty see their main role as stimulators, facilitators, and resource persons for the learner. **The student, therefore, is seen as**

**having responsibility for his/her own learning, and must be a self directed active learner.**

It is important to recognize that the PTA curriculum is carefully designed as a continuum. It is expected that the student will master the material from prerequisite courses and be able to use that material in subsequent courses. Therefore, students should independently review any content as needed to successfully complete other courses.

**Students are responsible for adhering to all policies and procedures within the San Jacinto College Student Handbook ([www.sanjac.edu](http://www.sanjac.edu)), the Physical Therapist Assistant Student Manual, and the Physical Therapist Assistant Clinical Handbook ([www.sanjac.edu/PTA](http://www.sanjac.edu/PTA)). Failure to comply with the policies and procedures of these manuals will result in the student being withdrawn from the PTA program.**

Students are expected to promote health and wellness and the field of physical therapy. They are to be committed to the profession and are encouraged to become members of the American Physical Therapy Association and to participate in professional opportunities outside of the classroom (i.e. TPTA Student Conclave)

## 12. CURRICULUM OUTLINE

<b>Pre-Requisites</b>	<b>Credits</b>
ENGL 1301 – Composition I	3
BIOL 2301 – Human Anatomy & Physiology I (Lecture)	3
BIOL 2101 – Human Anatomy & Physiology I (Lab)	1
BIOL 2302 – Human Anatomy & Physiology II	3
BIOL 2102 – Human Anatomy & Physiology II (Lab)	1
MATH 1314 – College Algebra or higher	3
<b>First Term</b>	
PTHA 1305 – Basic Patient Care Skills	3
PTHA 1313 – Functional Anatomy	3
PTHA 1321 - Pathology for the PTA	3
PTHA 1201 – The Profession of Physical Therapy	2
<b>Second Term</b>	
PTHA 2301 – Essentials of Data Collection	3
PTHA 1431 – Physical Agents	4
PTHA 2409 – Therapeutic Exercise	4

**Third Term**

PTHA 2217 – Issues in Healthcare	2
PTHA 1360 – Clinical I – PTA	3
PTHA 2205 – Neurology	2
PSYC 2301 – General Psychology	3

**Fourth Term**

PTHA 2431 – Management of Neurological Disorders	4
PTHA 2435 – Rehabilitation Techniques	4
PTHA 2239 – Professional Issues	2

**Fifth Term**

PTHA 2460 – Clinical II – PTA	4
PTHA 2461 – Clinical III – PTA	4
<i>*Humanities or Fine Arts</i>	3

Associate of Applied Science	Degree Total	66
------------------------------	--------------	----

**Courses that meet Humanities requirements:**

*\*English 2322, 2323, 2327, 2328, 2332, 2333; Philosophy 1301, 2306; Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Music 1306, 1307, 1310*

The program is a total of 66 credit hours and the student is awarded an A.A.S. degree upon completion of the program.

<b>13. TUITION and FINANCIAL AID</b>
--------------------------------------

The cost of the PTA program is the same for any student at San Jacinto College with additional fees for labs, insurance, background checks, drug screen, immunizations, CPR certification, and additional travel expenses for clinical rotations. Uniforms may need to be purchased for some clinical rotations. All costs for the PTA program are at the student's expense.

Tuition information can be found on the college's website at <http://sanjac.edu/future-students/paying-for-college/tuition-fees>

Financial aid information may be found on the college's website at <http://www.sanjac.edu/financial-aid>.

Students are also encouraged to contact the financial aid office at 281-998-6150 x3829 for further information.

## 14. Complaint Process/Grievance Procedure

All formal complaints regarding the Physical Therapist Assistant Program related to patients, students, or faculty can be submitted to the department and will be recorded using the Performance Counseling form to address specific complaints and implement corrective actions and/or disciplinary measures. The program director will evaluate all complaints and work towards a resolution for all parties involved.

If the program director is unable to make a resolution, he or she will seek advice from the Health Science department chair and the dean of Natural and Health Sciences.

Students in the PTA program are to follow the Policy and Grievance Procedures as outlined in the San Jacinto Community College District Student Handbook. Grievances must be filed in writing with the dean of student development on the South campus and must describe the actions, policies, or practices which the student believes to be discriminatory. Grievances should be filed no later than 30 days after the occurrence of the alleged discrimination. A student may be asked to meet with those persons who would be involved in correcting the actions, policies, or practice that he or she believes are discriminatory. The dean of student development will notify the student in writing of his or her agreement or disagreement with the grievance and of any corrective actions taken to restore the student's rights. If the decision of the dean of student development does not satisfactorily resolve the student's concerns, the student may appeal the grievance to the campus President.

## 15. PHYSICAL THERAPIST ASSISTANT PROGRAM POLICIES

**Students are expected to function according to guidelines in the yearly San Jacinto Community College Student Handbook and College Catalog. In addition, specific program policies are as follows:**

### I. Class Attendance

- A. Students are required to attend all lecture and laboratory periods. An accurate record of each student's attendance is kept by each instructor. An instructor has full authority to drop a student for excessive absences. A student may be asked to drop the course upon the accumulation of 10% absences of the total number of course hours. Students are expected to notify the course instructor in advance that they will be late or will be missing class. Notification does not excuse the student from the consequences of missing class (see B, C, D and E below).

**B. Tardies:** The instructor will close the door at the beginning of class. The doors lock, and will not be opened until the scheduled break. Student will not be allowed admittance once the door is closed. When a student leaves more than 5 minutes prior to the end of the scheduled class, it is considered an early leave. Three late arrivals, 3 early leaves, or 3 combined late arrivals/early leaves is equal to one full absence of that class.

**C. For every unexcused absence in a given class (lecture or lab), one full point will be deducted from the student's final course grade.**

For example, if a student's final course grade is a 91% and he or she has 3 late arrivals and one full absence, the final course grade will be an 89%:

91% - 1 point (for 3 late arrivals) – 1 point (for one full unexcused absence) = 89% = B as the final letter grade.

**Excused absences:** If the student turns in a physician's letter of excused absence, the instructor may not deduct points from the student's final course grade for the absences noted on the physician's letter.

**D.** It is the student's responsibility to make up the missed class work, however the course instructor may make the decision on how the course work will be made up. Make up work must be turned in as soon as the student returns to class. **10% per day will be deducted for late work.**

**E.** Make-Up Exams must be taken within one week of the day of the missed scheduled exam and must be taken at the college's testing center. Failure to follow the guideline will result in a grade of zero, which will be calculated into the average grade for that unit of study. Make-up exams to be taken are the responsibility of the instructor and student. The student must inform the instructor of the need to make up the exam. The instructor must make the test available at the testing center. The student must come prepared with pen/pencil and picture identification to take the make-up exam in the testing center.

**F.** At the discretion of the instructor, the student may be required to supply a physician's statement regarding fitness to return to school and assume duties.

**G. Clinical Absences:** The student is required to notify 1<sup>st</sup> the DCE, and 2<sup>nd</sup> the affiliating agency when unable to attend as assigned. Refer to the Physical Therapist Assistant Clinical Handbook (in clinical handbook on corresponding blackboard course) for further detail on the clinical attendance policies.

- H. Service Learning: Students are required to attend scheduled service learning arrangements. The student is required to notify the affiliating agency and the PTA faculty when unable to attend as scheduled. The student will be responsible for rescheduling service learning opportunities in order to meet the requirements of the service learning project (and ultimately the course in which the service learning project is a part of).
- I. Students are expected to engage in laboratory and clinical experiences, including the role of students as subjects or as patient-simulators in laboratory and clinical experiences as appropriate. Students are explicitly instructed to exclude themselves from engaging as the role of the patient if the student has any precautions or contraindications to the procedure.
- J. Students are expected to make themselves aware of any school closings related to weather or disasters. They are encouraged to participate in the SJC AlertMe program which can be found at <http://www.sanjac.edu/sjc-alert-me>.

## II. Grading

- A. The following grade equivalency is established for all PTHA courses:

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = Below 60%

A grade below “C” is not acceptable in the PTA program. Therefore, grades of “D” and “F” are not passing and are not acceptable. Faculty will determine the details of the grading system for the specific course at the beginning of each course. This information will be located on the syllabus of each course under Grading Formula. Each PTHA course must be passed with a minimum of “C” based on the instructor’s Grading Formula. Each semester’s courses must be completed with a satisfactory grade of a “C” or better before progressing to the next level.

- B. If a student does receive a grade below “C” in a non-PTHA course, he or she will be required to retake the course and earn a “C” or better prior to graduation. If a student receives a grade below “C” in a PTHA course, they will be removed from the program and given the option to reapply to the program. (See Readmission policy XXIII).

- C. Grading will be performed using the Rule of Rounding. Grades will be carried to the first decimal place, using the hundredths place to determine whether to round up or to round down. If the digit in the hundredths place is less than 5, the number will be rounded down; if the digit in the hundredths place is 5 or greater, the number will be rounded up. A number will only be rounded once. *Example: 66.56 = 67; 85.33 = 85.*
- D. Test scores will not be rounded until the final course grade calculation.
- E. Questionable test items may be deleted by the instructor and the grade will be based on the remaining items. The course instructor will determine if a question is improperly constructed.
- Example: 50 questions - 1 improperly constructed question = 49*
- F. **Extra Credit:** The course instructor may provide students with assignments for extra credit to improve a course grade, however extra credit must not be awarded on written exams, lab checkoffs, or lab exams.
- G. The weight of each component of the final course grade can be found in the syllabus of each course under Grading Formula.
- H. The grading system for non-PTHA courses will be determined by the specific department responsible for the course. Students must receive a final grade of “C” or better in all non-PTHA courses.
- I. **Laboratory Skill Check Offs:**

**The instructor must supply the students with the checkoff list (including grading criteria) of the lab skills within the first two weeks of the lab course.**

- a. For each lab skill checkoff, there are a given number of skill components. Each component is worth up to 2 points where 2 points = meets expectations without guidance; 1 point = meets expectations with minimal guidance from instructor; 0 points = clearly does not meet expectations, safety or effectiveness of treatment is compromised; further instruction/practice is needed. The grade on each skill will be determined by the percentage of points earned. For example if a skill has 20 components, up to 40 points can be earned. If a student earns 37 points, their grade on the skill will be  $37/40 = 92.5$ .
- b. For each course with a laboratory section, (\*with the exception of PTHA 1413) students must demonstrate **proficiency** on a given list of skills where proficiency is defined as fulfillment of the following three criteria:

- i. **No more than 25 points deducted from starting grade.** (i.e. If student starts with 100 points (as he or she will on first attempt), he or she must receive a 75 or higher. If a student starts with 70 points (as he or she will on second attempt), he or she must receive a 55 or higher. If a student starts with 0 points (as he or she will on third attempt), he or she must not have more than 25 points deducted on the grading sheet.)
  - ii. **Student must earn 2 points on all Critical Safety and Skill Elements which are marked with \* under the 2 points earned box.** These skills have been deemed by the PTA faculty as essential for safety for both the patient and the therapist. Additionally, the marked essential skills must be met in order for a student to progress safely and effectively through the curriculum.
  - iii. **Demonstration of an overall understanding of how to complete the skill.** This is at the discretion of the course instructor. If the instructor observes that the student requires significant time or hesitates significantly between steps of the skill and is unable to answer questions related to the skill and/or converse with the instructor about the skill, it may be determined that the student is unable to demonstrate an overall understanding of how to perform the skill.
- c. **A student is allowed 4 attempts to complete a lab skill with proficiency.** For each skill, the student will start with 100 points. Each component of the skill will account for a given number of points which will be deducted from if a student does not successfully demonstrate that component. Certain components will be deemed “critical safety or skill elements”. If a student does not demonstrate proficiency (that is if he or she gets >25 points deducted from starting grade, fails to earn 2 points on a critical safety or skill element, or if the instructor determines that the student does not have an overall understanding of how to complete the skill), he or she will fail the 1<sup>st</sup> attempt. On the second attempt, the student will begin with 70 points. If a 3<sup>rd</sup> attempt or more is needed, the student will be given a 0 for the check off. If on the 4<sup>th</sup> attempt the student is unable to complete the skill checkoff with proficiency, he or she will receive an F for the course and will be removed from the program and given the option to reapply to the program (See Readmission policy XXIII).
- d. The student may not take a midterm lab exam or final lab exam until all laboratory skills checkoffs associated with that lab exam are completed with proficiency.
- e. All check offs must be completed with a level of proficiency by the 4<sup>th</sup> attempt in order to pass the course.
- f. Grading of all skill check offs will be documented and signed by the course instructor and the student.
- g. The average of all skill check offs will be used in the calculation of the final score which will be worth 5% of the total grade.

## J. Laboratory Exams

**(The instructor must supply the students with the grading sheet for the lab exam at least one week prior to the lab exam.)**

- a. For each lab exam, there are a given number of skills. Each skill is worth up to 2 points where 2 points = meets expectations without guidance; 1 point = meets expectations with minimal guidance from instructor; 0 points = clearly does not meet expectations, safety or effectiveness of treatment is compromised; further instruction/practice is needed. The grade on each exam will be determined by the percentage of points earned. For example if an exam has 20 components, up to 40 points can be earned. If a student earns 37 points, their grade on the exam will be  $37/40 = 92.5$ .
- b. Each course with a laboratory section (\*with the exception of PTHA 1313) will have a patient scenario midterm lab exam and a final lab exam that must be completed with **proficiency** where proficiency is defined as fulfillment of the following 3 criteria:
  - i. **No more than 25 points deducted from starting grade.** (i.e. If student starts with 100 points (as he or she will on first attempt), he or she must receive a 75 or higher. If a student starts with 70 points (as he or she will on second attempt), he or she must receive a 55 or higher. If a student starts with 0 points (as he or she will on third attempt), he or she must not have more than 25 points deducted on the grading sheet.)
  - ii. **Student must earn 2 points on all Critical Safety and Skill Elements which are marked with \* under the 2 points earned box.** These skills have been deemed by the PTA faculty as essential for safety for both the patient and the therapist and must be met in order for student to progress safely through the curriculum.
  - iii. **Demonstration of an overall understanding of the exam material and skills required for the exam.** This is at the discretion of the course instructor. If the instructor observes that the student requires significant hesitation between steps of the exam and is unable to answer questions related to the exam material and/or converse with the instructor about the exam material, it may be determined that the student is unable to demonstrate an overall understanding of the exam material and skills required for the exam.  
(\*The lab exams for PTHA 1313 (Functional Anatomy) are not case based. They will consist of answering written questions associated with labeled anatomical models. Therefore, the grading criteria for lab exams do not apply to these exams. These exams will be graded by the instructor at his or her discretion.)
- c. **A student is allowed 3 attempts to complete a lab exam with proficiency.** Each exam will be worth 100 points. Each component of

the exam will account for a given number of points which will be deducted if a student does not successfully demonstrate that component. The scoring of many of these criteria will be standardized for all lab exams. Certain components that have been deemed vital to the safety of the student and patient are marked as “critical safety elements”. Another set of skills are deemed critical to ensure proper treatment is carried out. If a student does not demonstrate proficiency and does not achieve (that is if he or she gets >25 points deducted from the starting grade, fails to earn 2 points on a critical safety or skill element, or if the instructor determines that the student does not demonstrate an overall understanding of the exam material), he or she will fail the 1<sup>st</sup> attempt on the exam. On the second attempt, the student will begin with 70 points and be graded using the same standards as if it was the 1<sup>st</sup> attempt. However, the maximum points earned will be 70. If a 3<sup>rd</sup> attempt is needed, a student will receive a 0 for the exam. This 0 will be averaged into the Total Class Grade (according the instructor’s grading formula). If on the 3<sup>rd</sup> attempt, the student is unable to complete the lab exam with proficiency (as described in Kb), he or she will receive an F in the course, will be removed from the program, and be given the option to reapply to the program (See Readmission Policy XXII).

- d. The weight of the laboratory exams for the student’s final course grade is determined by the course instructor and can be found in each course syllabus under the Grading Formula.

## **K. PROCTORING Lab Checkoffs and Lab Exams**

- a. The instructor proctoring a lab checkoff or lab exam has an obligation to utilize the scoring rubrics fairly for each student and complete all information on the scoring rubrics.
- b. **Critical Skills** (marked with \* on the grading rubrics for lab checkoffs and exams):
  - i. If the student does not earn 2 points for a critical skill (by meeting the expectations of the critical skill without guidance), the instructor is to stop the checkoff or lab exam before the student moves on in an unsafe manner. The instructor is to inform the student what critical skill is missing or demonstrated incorrectly and ensure the student verbalizes an understanding of the importance of and the correct way to demonstrate the critical skill.
  - ii. The instructor must make a written comment on the grading rubric explaining why the student did not earn full credit (2 points) for the critical skill.
  - iii. The instructor must also document (with a signature) on the scoring paper that the student has been informed of the need to repeat the

lab checkoff or lab exam secondary to not demonstrating competency in the skill (see Jb and Kb under Policy II Grading.)

**c. Non-Critical Skills**

- i. If the student does not earn 2 points a non-critical skill (by not meeting the expectations of the skill without guidance), the instructor is to interrupt the checkoff or exam and inform the student that an aspect of the skill is missing or demonstrated incorrectly. If the student is able to make the appropriate change in the implementation of the skill or exam without further instruction, the student will earn 1 point (meets expectations with minimal guidance from instructor). If the student is NOT able to make the appropriate change in the implementation of the skill or requires further instruction to do so, the student will earn 0 points (clearly does not meet expectations, safety or effectiveness of treatment is compromised, further instruction/practice is needed).
- ii. The instructor must make a written comment on the grading rubric explaining why the student did not earn minimal skills credit (2 points) for any skill in which 2 points is not earned.

**d. Complete grade/signature of proficiency:**

- i. **Lab Checkoffs:** The instructor is to tally the total points earned by the student and document the final grade. If the final grade is a 75% or higher and all critical skills were demonstrated with 2 points, the instructor is to date and initial that the student has demonstrated proficiency in the skill. The student must also initial. If the grade is less than 75%, the instructor must document (with a signature) on the scoring paper that the student has been informed of the need to repeat the lab checkoff secondary to not demonstrating competency in the skill (see Jb under Policy II Grading.)
- ii. **Lab Exams:** The instructor is to tally the total points earned by the student and document the final grade on the scoring rubric. If the final grade is a 75% or higher and all critical skills were demonstrated with 2 points, the instructor is to record the grade in their grade book. If the grade is less than 75%, the instructor must document (with a signature) on the scoring paper that the student has been informed of the need to repeat the lab exam secondary to not demonstrating competency in the skill (see Kb under Policy II Grading.)

**L. Notification of Grading Policy for Lab Checkoffs and Lab Exams:**

**a. Lab Checkoffs:**

- i. The course instructor is to post the lab checkoffs on Blackboard and have students print out the entire packet (including the cover page which includes the grading policy) for the checkoffs (or

provide the students with a printed packet) within the first two weeks of any lab course.

- ii. Prior to the first lab checkoff, the instructor must verbally review the grading policy found in this manual for lab checkoffs.
- iii. The grading policy for lab checkoffs will also be reviewed during Orientation to the program.

**b. Lab Exams**

- i. The course instructor is to post the lab exam (midterm and final) scoring rubrics at least 2 weeks prior to the scheduled date of the lab exam. The student is to come to the exam with a printed copy of the lab exam rubric.
- ii. Prior to any lab exam, the course instructor must verbally review the grading policy found in this manual with the class.
- iii. The grading policy for lab exams will also be reviewed during Orientation to the program.

### III. Clinical Course Grades

A. Students will be evaluated in the following clinical courses:

PTHA 1360 - Clinical I  
PTHA 2460 - Clinical II  
PTHA 2461 - Clinical III

B. Clinical evaluations will consider the student's ability to apply theory to practice, conduct, appearance, interpersonal relationships and demonstrated competence in clinical performance via use of the PTA MACS.

C. See PTA Clinical Handbook for detailed information on clinical course grades. The PTA Clinical Handbook can be found on the programs website at [www.sanjac.edu/PTA](http://www.sanjac.edu/PTA)

### IV. Performance Counseling Forms

A. A Performance Counseling form (secured internal drive) will be utilized when an instructor has any concerns regarding the student's status in the course, even if the student is not in danger of failing. Performance can take the form of behaviors and professionalism, midterm performance, absences, incomplete work, or student nearly failing a course. The student and instructor must schedule a meeting to discuss the performance and determine a written action plan to improve the student's status in the course. Both the student and

instructor must sign the written action plan. A student's signature on the counseling form does not indicate that the student agrees with statements made on the form, only that the student has had an opportunity to read the form and to make comments.

- B. An action plan may include, but is not limited to: tutoring, assigning a mentor, locating resources to assist with study habits and learning style assessment, making modifications to outside responsibilities, and initiating formal counseling (which may include reference to the counseling center).

## V. Counseling

- A. All students are free to seek counsel at any time throughout the program for personal, academic, and/or professional matters. They may contact any faculty member, the program director, or the San Jacinto College Counseling services at building S.6. Please check <http://www.sanjac.edu/student-services/student-development/educational-planning-and-counseling/counseling-resources> or contact 281-998-6150 x 3444.
- B. The program director and any course instructor may determine if academic counseling is appropriate for a student at any time. If this decision is made, counseling for the student will be initiated.
- C. Whenever counseling regarding program performance is initiated, a Performance Counseling form (department internal drive) is completed. This includes a written planned corrective action (which may include reference to the counseling center). It is completed by the appropriate faculty member and is signed by the program director. Students will be aware of such documents, and asked to acknowledge them by signature. This applies to any situation that influences the student's continuance in school. One copy of this document is held in the student's file in the PTA department, one copy is given to the student, and another copy is given to the course instructor.
- D. Except for dismissal reasons, students will receive documented counseling with time to correct the deficiency prior to notice of the need to withdraw.

## VI. Curriculum Compliance/Failure to Complete the PTA Program in the Designated Time.

- A. Students must take courses as sequenced in the curriculum. They may take non-PTHA courses prior to when scheduled in the curriculum, but no later than in the planned curriculum.
- B. Students must be eligible to graduate from the PTA program by the end of Summer of the anticipated graduation year of their cohort. If the student cannot finish their clinical rotations by that time, the student must retake and pass with a minimum of 70% the final exams of all PTHA classes prior to being placed in their clinical rotation.

## VII. Withdrawal Policies

- A. The Physical Therapist Assistant Program Director has the right to initiate the administrative withdrawal of any student whose attendance, conduct, scholastic standing, or lack of aptitude for the profession of physical therapy makes it inadvisable for the student to continue in the program. This right exists regardless of grades. **The primary concern of the program and the college shall be patient safety and competence of practice.**
- B. A Withdrawal Notice form (**Appendix A**) will be completed on all students who leave the program, regardless of the reason for the student leaving. Students considering withdrawal from the program should talk to the program director for withdrawal and readmission information. It is the responsibility of the student to process withdrawal online through SOS and have to the college's established withdrawal deadline.
- C. In order for a student to be eligible for readmission into the program, he or she must meet with the program director upon withdrawal from the program (regardless of reason for withdrawal). This meeting will include documentation on Progress Counseling form of what he/she will do to help insure a passing grade if readmitted and/or what he or she will do in order to rectify the situation that caused the withdrawal. The Withdrawal Notice form (**Appendix A**) must also be complete in order for the student to be eligible for readmission.
- D. Students who withdraw from the program that are eligible for readmission into the program must re-enter the program by the next academic year. Students who are withdrawn longer than one academic year must repeat all PTHA courses. Any student who withdraws must re-apply and will be held under the programs admissions standard criteria with all applicants.

- E. Students returning to the program will pay college fees and liability insurance as appropriate.
- F. Students may only fail or withdraw from academic based PTHA courses during one academic semester. Failure or withdrawal of academic based PTHA courses in more than one academic semester will result in removal from the PTA program unless otherwise determined by the program director. Situations that may be considered by the program director include but are not limited to illness, family hardship, and natural disasters.
- G. Clinical based PTHA course (PTHA 1360, PTHA 2460, and PTHA 2461) – Students may not voluntarily withdraw from a clinical without approval by the Program Director and DCE. Situations that may be considered for an Incomplete by the program director include but are not limited to: illness, family hardship, and natural disasters. Academic failure on a clinical, with an average below a “C”, will result in removal from the program. If Skill #22 is not satisfied on any clinical, then the student might be eligible for remediation if the remaining skills keep the student in good academic standing.
- H. If a student withdraws from a PTHA course or courses, they are removed from the program by the end of the semester. He or she must re-apply and will be held under the program's admissions standard criteria with all applicants. (See Readmissions policy XXIII).

## VIII. Dismissal Policy

- A. **Immediate dismissal** from the program may follow documented evidence of:
  - 1. Willful lying or deceit.
  - 2. Verbal or physical abuse of patients, classmates, faculty, or staff.
  - 3. Falsification of records.
  - 4. Academic Dishonesty - cheating, plagiarism, stealing.
  - 5. Patient neglect of any kind.
  - 6. Failure to acknowledge and honor patient's rights.
  - 7. Failure to submit written clinical requirements when due.
  - 8. Misuse of drugs and/or alcoholic beverages.
  - 9. Unprofessional conduct. Unprofessional conduct may include but is not limited to use of abusive or profane language or gesture; sexual, social, or ethnic slurs; loud, boisterous or disruptive behavior.
  - 10. Lack of aptitude for physical therapy.
  - 11. Inability to render safe competent patient care.
  - 12. Refusal of a clinical agency to allow a student to affiliate in that agency.
  - 13. Any fighting/physical or verbal confrontation with faculty, peers, or hospital staff.
  - 14. Breach of confidentiality.

- B. A course instructor must report any of the above documented evidence to the program director. If action to dismiss the student is taken, the dean of Sciences and Health Sciences must be notified.

## IX. Clinical Courses

- A. Students are to abide by all policies and procedures as outlined in the PTA Clinical Handbook which can be found on Blackboard when you are enrolled for the Clinicals I-III.

## X. Cellular Phones and Personal Electronics

- A. The use of cellular phones and personal electronics during scheduled classes (in the classroom or laboratory) is not tolerated. If a student is to bring his or her cellular phone to class or lab, it is to be turned off or on silent mode and put away.
- B. Students may not make phone calls, answer the phone, or receive or send text messages or emails during instructional time in the classroom or lab.
- C. If a student is expecting a very important contact, he or she must notify the instructor before class regarding the nature of the situation. The phone must be kept on vibrate or silent mode and the student must quietly step out of the classroom to handle the call.
- D. All cell phones and personal electronics will be collected and stowed during testing. If a student is expecting a very important contact during a test, he or she may ask permission of the course instructor to hold his or her phone and notify him or her if a call or message comes in. The course instructor has the right to deny a student this privilege.
- E. The use of portable laptop computers is tolerated during instructional time in the classroom and lab settings for the purposes of note taking only. The use of email and the internet are not tolerated during instructional time. Portable laptop computers must be turned off and put away during testing.

## XI. Appearance and Grooming

- A. PTA students are expected to present themselves in a professional manner in the classroom, laboratory, and clinical settings. Personal cleanliness and

hygiene are essential for engagement with others in the healthcare setting. Students should follow the guidelines below and the PTA faculty will counsel students in these areas when necessary. Failure of the student to follow these guidelines after counseling may result in dismissal from the PTA program.

- a. Hygiene should include daily bathing and brushing teeth. No fragrances or perfumes are to be worn. Offensive body odors will not be tolerated, including the lingering smell of tobacco on skin, hair, breath or clothing.
  - b. Moustaches/beards must be neatly trimmed and not be >1" beyond jawline.
  - c. Hair must be a natural color, clean and trimmed. Students with long hair must be able to tie hair back so that it does not fall loosely over shoulders and face.
  - d. Fingernails must be clean and filed smoothly. The fingernails must not extend beyond ¼" the fingertips.
  - e. Simple jewelry such as wedding bands/rings, watch, small chain necklace, and small stud earrings are acceptable. Oversized jewelry is not acceptable. Piercings anywhere other than the ear are not acceptable.
- B. While on clinical rotations, students are expected to follow these guidelines, the guidelines written in the PTA Clinical Handbook (which can be found on Blackboard when enrolled), and the policies of the clinical site.

## XII. Academic Dishonesty

- A. Students are expected to refrain from academic dishonesty including:
- a. Cheating: Includes but is not limited to
    - i. Copying from another student's test paper
    - ii. Using any unauthorized assistant in taking quizzes, test, or examinations
    - iii. Possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes"
    - iv. Dependence upon the aide of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments
    - v. The acquisition, without permission, of tests or other academic material belonging to a member for the San Jacinto College faculty or staff.
  - b. Plagiarism: Offering the work of another as one's own without proper acknowledgment

- c. Collaborating with others if contrary to stated guidelines for course/assignment.
  - d. Providing students who have not yet completed assignment/exam with information related to the assignment/exam.
  - e. Abiding or abetting another person in committing any form of academic dishonesty.
- B. The course instructor controls the options of seating arrangement, movement, leaving the room, and stopping an exam for violation of the honesty policy.
- C. All books, papers, notebooks, and personal belongings will be placed at the front of the classroom or other designated area (but not on the table top or desktop where the test is being taken) before entering a testing situation.
- D. Identification of any evidence of information found on, or in the immediate vicinity of the individual during a testing situation that is suggestive of academic dishonesty will be collected by the course instructor. Identification of such materials may provide grounds for dismissal of the individuals involved from the PTA program.
- E. If a course instructor identifies evidence of information suggestive of academic dishonesty, he or she must report it to the program director. The student will receive a grade of zero on the given assignment or exam. The PTA faculty will meet to determine appropriate disciplinary action for the individual student. This may result in termination from the program.

### XIII. Testing Procedures

- A. Classroom – Exams and Quizzes. We, as faculty, do not employ examination procedures because we think students are inclined to cheat. In fact, we expect PTA students will not cheat. It is our intention to facilitate a classroom atmosphere that encourages and facilitates academic honesty. In order to do this:
- a. Classroom tables must be separated and not more than two students to a table.
  - b. If laptops are used, students will sit opposite of each other.
  - c. All backpacks and belongings including water bottles will be placed at the front of the room or in lockers outside of room.
  - d. Cell phones and all smart devices will be placed on silent and placed in a bin at the front of the room.
  - e. Each student is permitted to bring in several pens and pencils as well as a highlighter.
  - f. Questions during the exam will only be for clarity. Faculty may address the whole class to clarify a test question.

- B. Lab Exam - During lab exams students may be asked to be an untrained assistant playing the role of a patient.
  - a. Under no circumstances should observing/participating students give verbal and non-verbal cues to the student being tested.
  - b. These actions are considered as dishonest and unethical and could result in a zero for the student playing the role of the patient as well as the student being tested.

#### XIV. Sexual Harassment

- A. It is the policy of the San Jacinto Community College District to provide an educational, employment, and business environment free of sexual harassment. Sexual harassment in any situation is reprehensible and, in many situations, it is illegal. It subverts the mission of the College and threatens the careers of students, staff, and faculty. Sexual harassment will not be tolerated.
- B. The College will take appropriate preventative, corrective, and/or disciplinary action for any condition or behavior that violates this policy or the rights and privileges it is intended to protect. (Please refer to <http://www.sanjac.edu/student-services/student-concerns/reporting-sexual-misconduct>.)

#### XV. Employment While Enrolled in PTA Program

- A. The student has the right to work while enrolled in the Physical Therapist Assistant Program, although students are discouraged from working full time.
- B. Working students are expected to maintain grades and clinical performance and no allowances will be made for failure to maintain program criteria.
- C. Students must not display their school identification at any time while working in any setting (as volunteers or for monetary remuneration).

#### XVI. Course Enrollment

- A. Students are expected to enroll and pay for all classes prior to the start of classes. Failure to do so may result in the student being unable to participate in the given course which will result from failure to progress in the program/a need to withdrawal from the program.

- B. PTHA class enrollment will be limited to 24 students for lecture courses and 12 students for laboratory courses.

## XVII. Use of Laboratory Facilities

- A. Laboratory Safety Rules are posted in the PTA laboratory.
- B. When in the laboratory for scheduled labs or independent practice, students must abide by the following rules:
1. A faculty member or authorized, licensed physical therapist or physical therapist assistant must be present in the department. Independent laboratory practice outside of class must be scheduled with the appropriate instructor.
  2. Students will refrain from practicing laboratory activities until after they have received the appropriate instruction.
  3. Students will observe all safety precautions for each laboratory procedure as instructed in class.
  4. Containers of liquid shall not be placed on top of any electrical equipment at any time.
  5. Spills must be cleaned up immediately.
  6. When using the plinth as a desk, a hard surface, such as a clipboard or notebook, must be used to prevent puncturing vinyl.
  7. Students who have questions regarding the functioning of any piece of equipment shall immediately contact the faculty member in charge.
  8. All injuries and unsafe practices must be reported to the instructor immediately.
  9. Students with a pre-existing condition in which performing a laboratory procedure could be potentially harmful shall assume the responsibility of informing the laboratory instructor immediately so that proper accommodations can be made.
  10. Students **must** clean up their area before they leave for the day. No drink containers or food wrappers should be left behind.
  11. All plinths should be cleaned before and after class. Two chairs and one rolling stool should be placed by each plinth at the end of class.

12. All San Jacinto College policies must be followed.
- C. Students are expected to engage in laboratory and clinical experiences, including the role of students as subjects or as patient-simulators in laboratory and clinical experiences as appropriate. Students are explicitly instructed to exclude themselves from engaging as the role of the patient if the student has any precautions or contraindications to the procedure.
  - D. If the student is injured or exposed to a communicable disease while engaged in activities or procedures in the laboratory setting, the student must notify the course instructor immediately. A Safety/Incident Report from the internal drive <http://www.sanjac.edu/report-injury-illness> will be completed and sent to the Safety, Health, Environment and Risk Management Office. A copy will be made and placed in the student's file. The instructor must also complete the Departments Investigation of Accident Report found on the internal drive under Forms/Documents under the Safety Forms and Links folder and email it to [safety@sjcd.edu](mailto:safety@sjcd.edu) as soon as possible.
  - E. The student's signature on the Orientation Agreement form (**Appendix B**) will be required as documentation of providing consent to serve as a "patient" for demonstration by the faculty and for classmates in laboratory practice.
  - F. **Laboratory Equipment Inspection:** Inspection and calibration of all modalities are performed on an annual basis and records of results of tests and calibrations are kept in the PTA department. Tags are placed on each piece of equipment tested by a qualified vendor. Any faulty equipment will be fixed and tested and calibrated prior to being used in the lab.
  - G. When available by the manufacturer, manuals for appropriate laboratory equipment are kept in a notebook that is available to all students and faculty in the PTA department (or in the lab).
  - H. **Open Lab:** Open lab hours are posted in the laboratory. Students must have supervision during open lab. They must not practice any procedure they have not already been taught in prior classes.
  - I. Laboratory supervisor/student ratio will be no greater than 1 instructor per 16 students at any time.
  - J. Students are to inform a faculty member of any potential hazard in the lab area such as a wet floor, frayed electrical wires, broken equipment, etc. This also includes any exposure of body substances.

K. **Attire in the laboratory:** Students are expected to dress appropriately for lab. Either the professional attire of scrub top and pants, or shorts with elastic waistband and t-shirts are appropriate. Shorts must not be excessively short (fingertip length) and must be loose enough to allow palpation of hip musculature. Women should also wear a halter top or sports bra in order to provide adequate exposure to the shoulders and back. Tennis shoes are required for proper body mechanics and movement every lab. If lab clothing is deemed inappropriate by the lab instructor, the student will be notified and required to have appropriate lab clothing in order to participate in the next lab period.

**Attire in the classroom:** No pajamas, slippers, yoga pants, running shorts, or racerback tops in the classroom. No abdominal skin showing. If tights are worn, tops must hang below gluteal fold.

L. **Off-campus Lab Activities:** Prior to attending an off-campus lab, students must complete the Emergency Contact/Medical Consent Form and the Student Travel Instructional form. Both are obtained from Educational Student Engagement & Activates (SEA), <http://www.sanjac.edu/campus-life/student-engagement/office-student-engagement/student-engagement-forms>. Once signed, the SPTA club officer or advisor will submit to SEA.

## XVIII. Use of PTA Library Resources

- A. Students have access to The Parker Williams Library which provides access to current books and journals in physical therapy and other allied health fields. The PTA program ensures that all course text books used in classes are available on reserve in the library. In addition, students have access to over 60 databases, including CINAHL (Cumulative Index to Nursing and Allied Health Literature), Health Source: Nursing/Academic Edition, Health Reference - Academic, MEDLINE, and other health science-related databases. These databases provide full-text access to thousands of journals, and indexing for many thousands more. Databases are accessible anywhere students can connect to the Internet. The library subscribes in hard-copy to journals that support the studies of the students, including JOSPT (Journal of Orthopedic and Sports Physical Therapy; PT (the magazine of the American Physical Therapy Association), Physical Therapy, and Physiotherapy. (PT and Physical Therapy are two separate publications). The library regularly adds and updates its collection of books supporting our program and has sufficient physical therapy specific textbooks and manuals to meet the needs of the students.
- B. PTA students will receive an orientation to the library in the first semester of the program in PTHA 1305 Basic Patient Care Skills.

- C. Students also have access to specific texts in the laboratory for immediate use during lab and open lab hours. These resources must not be removed from the lab.
- D. Students may also utilize the faculty library texts in the PTA lab and offices if they request further information. Students must have faculty obtain these texts from the faculty library.

## XIX. Patients with Communicable Diseases/Confidentiality/HIPAA

- A. Caring for patients with a communicable disease is an occupational/professional challenge in health care. Students will be instructed in protocols and procedures to reduce their risk for acquiring an infection or communicable disease. However, all areas of health care practice have inherent risks and no area is completely risk free. Students will be trained in **Universal Precautions** and will be required to sign documentation (in clinical handbook on Blackboard) that they have received training prior to the start of their clinical course.
- B. All patients have the right to confidentiality of all records and all communications, written or oral, between patients and health care providers. Students will not reveal (to anyone other than their instructors) any confidential information that may come to their knowledge in the course of their work/studies. Students will hold in confidence all personal matters committed to confidentiality and all family affairs coming to their knowledge in the practice of their profession. Students will be dismissed from the program for breach of confidentiality.
- C. Students will be trained in **HIPAA policies** and will sign documentation (**in clinical handbook on corresponding blackboard course**) that they have received training prior to the start of their clinical course.

## XX. Health Services

- A. Students are responsible for their own medical needs regardless of injury or exposure to communicable disease occurring in the laboratory or on clinical experience.
- B. Students with a pre-existing condition in which performing a laboratory procedure could be potentially harmful shall assume the responsibility of informing the laboratory instructor immediately so that proper accommodations can be made.

- C. The student's signature on Orientation Agreement Form (**Appendix B**) will be required as documentation of providing consent to serve as a "patient" for demonstration by the faculty and for classmates in laboratory practice.
- D. If students need to make appointments for physician care, they are expected to schedule such appointments so that they do not conflict with class or clinical experience hours.
- E. If the student is injured or exposed to a communicable disease while engaged in activities or procedures in the laboratory setting, the student must notify the course instructor immediately. A Safety/Incident Report <http://www.sanjac.edu/report-injury-illness> will be completed and sent to the Safety, Health, Environment and Risk Management Office. The instructor must also complete the Department Investigation of Incident Report found on the internal drive under Forms/Documents under the Safety Forms and Links folder and email it to [safety@sjcd.edu](mailto:safety@sjcd.edu) as soon as possible.
- F. If the student is injured or exposed to a communicable disease while on clinical experience assignment, the clinical instructor and PTA faculty will be notified immediately. The student will follow the policy and procedure of the affiliating agency.
- G. Pregnancy: Pregnant students will need written approval from their physician which will include the amount of weight a student can lift before going out on clinical rotation. They are responsible for notifying the instructor of any lab components in order to maintain safe lab practice.
- H. Students are **NOT** to discuss personal medical problems with physicians while on duty in their clinical courses.

## XXI. Physical and Mental Requirements

- A. The following skills are required in the Physical Therapist Assistant program. If a student is unable to meet these skills secondary to a disability, the PTA faculty will meet to determine if adaptations can be made to ensure successful completion of the program. A student may need to withdraw from the PTA program if the following physical and mental requirements cannot be met with or without appropriate modifications.
  - a. Adequate verbal, reading, and writing skills to communicate in English in an effective and prompt manner.
  - b. Adequate eyesight to be able to:
    - i. Read paper, computer generated materials, and instrument panels.
    - ii. Monitor patients' adverse reactions to treatment.

- iii. Make visual observations regarding patient's posture, exercise performance, and functional abilities.
  - iv. Make adjustments to equipment.
- c. Adequate hearing to communicate with human beings and to monitor signals and alarms of instruments.
- d. Adequate smell to assess status of patient and to maintain a safe practice environment.
- e. Adequate fine touch discrimination to palpate anatomical sites and to determine pathological changes in soft tissue.
- f. Adequate motor coordination to operate equipment and perform manual treatment and assessment techniques.
- g. Maintain and assume a variety of positions including sitting for up to 2 hours continuously, frequent standing, walking, bending, squatting, kneeling, stair climbing, reaching forward, reaching overhead, turning, and movement of the trunk and neck in all directions.
- h. Adequate strength to transport, move, or lift, and guard patients requiring all levels of assistance during transfers, gait training (including stair training) and other appropriate activities. Specifically, a student must be able to:
  - i. Safely lift up to 50 lbs. independently
  - ii. Safely lift up to 200 pounds with assistance
  - iii. Safely push and pull up to 200 lbs.
  - iv. Demonstrate strong bilateral grasp during joint mobilization/manipulation and manually resisted exercise, bilateral gross and fine motor control and strength to perform therapeutic massage, fine motor control to manipulate testing instruments/equipment/writing instruments/computers
  - v. Manually palpate various structures during data collection and intervention procedures.
  - vi. Balance self and provide support and balance to patients on a variety of surfaces including level and uneven ground, ramp, curbs, and stairs.
  - vii. Have sufficient endurance to continue performing a variety of exertional activities for up to 8-12 hours with occasional rest breaks.
  - viii. Respond quickly to emergency situations by lifting/pushing/pulling patients, applying force to perform CPR, assist with transporting patients.
- i. Adequate intellectual, emotional, and interpersonal skills to ensure patient safety, to exercise appropriate and independent judgment in rendering of patient care, and to interact with peers, patients, families, and health care workers.

## XXI. Accessibility Services

- A. Students with learning disabilities, physical impairments, psychiatric disorders, and attention deficit hyperactivity disorder may be eligible for accommodations in the classroom. In order for a student to be eligible for accommodations, he or she must obtain documentation of the disability and complete the application. [Accessibility Services Application](#)
- B. This application must be submitted to Disability Services (located in the Educational Planning and Counseling office in room 4218).
- C. The Disability Services counselors will meet to determine approval (or disapproval) of the students requests for accommodations and provide the student with a letter of approval.
- D. It is the responsibility of the student to obtain the letter of approval and give a copy to the course instructor for each course (even if the student has previously been taught by the instructor). The course instructor will keep the letter of approval secured in the student's file for the given course.
- E. It is the responsibility of the course instructor to provide the approved accommodations.
- F. If a student is approved to have increased time to take a written test, the student is to report to the testing center for the test.
- G. It is the responsibility of the course instructor to make the test available at the testing center.
- H. Students should report to the testing center prepared with pen, necessary paper, and student identification.

## XXII. Admissions

- A. All application forms and further details are available on-line at [www.sanjac.edu/PTA](http://www.sanjac.edu/PTA).
- B. Acceptance into the PTA program is competitive with enrollment limited to 24 students
- C. Applicants must meet the College's general admission requirements. Complete applications must be submitted by March 1 for enrollment in the following Fall

semester. Admission to the program is based on a points system. A breakdown of the point system can be found on the website. The top 50 or so students will be invited for an interview (which includes a written essay) and students with the greatest number of points will be offered acceptance.

- D. Applicants must complete a total of at least 40 hours of observation in physical therapy from at least two settings acquiring a minimum of 20 hours from an in-patient setting, and 20 hours from an outpatient setting. Submit three forms of recommendation (with at least one from a licensed PT or PTA).
- E. Meeting the criteria does not guarantee admission to the PTA program.
- F. Accepted students are required to have a criminal background and urine drug screen prior to admission into the program. They will be given an access code linked to Castlebranch to access both the criminal background and urine drug screen. Students are responsible for associated fees. Any student who receives unsatisfactory results on these tests will need to complete the Request for Criminal History Evaluation Form available on the ECPTOTE's website at [www.ecptote.state.tx.us](http://www.ecptote.state.tx.us) and submit it to the Board for review. As mandated by the Legislature, it will cost the individual with the criminal history \$50.00 for this review.
- G. Steps to complete admission:**
  1. Apply for admission into San Jacinto College at [www.sanjac.edu/apply](http://www.sanjac.edu/apply)
  2. Submit all official transcripts from colleges/universities other than San Jacinto to the Office of Enrollment Services at San Jacinto South. Request a transcript evaluation (281-998-6150 x3762) be completed to determine prior course equivalency. (This must be completed prior to the admission application deadline. This can take up to 10 business days). Submit all transcripts (unofficial copies are acceptable) in your PTA application packet.
  3. Upon completion of the transcript evaluation, provide a copy of your unofficial San Jacinto College transcript to the PTA program with your application and other required materials.
  4. Complete PTA Program application form and submit after January 15<sup>th</sup>. The deadline for all application documents is March 1<sup>st</sup>. All program application forms are available at [www.sanjac.edu/PTA](http://www.sanjac.edu/PTA) .
  5. Submit Hours of Observation Form. A total of 40 hours is required from two settings: out-patient – minimum 20 hours, and in-patient minimum 20 hours.
  6. Submit 3 recommendation forms (only 3). It is required that one of the letters be from a PT or PTA. Each form must be completed and placed in a separate envelope. The person completing the form must sign the seal of the envelope. All 3 sealed and signed envelopes must be included in the PTA program application packet.

7. All required forms must be submitted in one envelope via mail or hand delivery by March 1<sup>st</sup>.
  8. If eligible, complete the interview process.
  9. If eligible, complete criminal background and drug screen.
- H. Deferral of Admission: Accepted students who would like to apply for deferral must make an appointment and meet with the Program Director stating their reason for requesting deferral. Granting a deferral is not guaranteed, but such requests that involve medical conditions affecting the student and military commitments are supported by the admissions committee. If approved, the applicant will need to inform the program by March 31<sup>st</sup> of the next application period their intent to remain a candidate for the incoming fall class. If deferred matriculation is declined, a new application would be required for any subsequent terms of entry. Only one deferral will be considered per applicant.
- I. If a student is denied acceptance into the PTA program, he or she has the right to request an email or 5 minute conversation by a member of the PTA department in order to review his or her application to determine appropriate actions to develop a stronger application up to 60 days from the time the letters are sent out. Emails from the Program Director can be requested by those selected for interviews. Information regarding essay and interview points is held confidential by the PTA department. If the student's application consists of weakness in the area of forms of recommendation, the student will be notified; however the student will not be allowed to see the forms.

### XXIII. Transfer Policy for Students Previously Enrolled in Another PT or PTA Program.

Students who wish to transfer from a physical therapist program or another physical therapist assistant program must meet the following criteria:

- A. A student requesting to transfer must meet all of the admission requirements of San Jacinto College and the San Jacinto College PTA program.
- B. There must be space available in the Physical Therapist Assistant Program at San Jacinto College. Enrollment is limited to 24 students.
- C. The student must submit two current letters of reference. One letter must be from the Director of the program the student is transferring from and must state that the student is in good standing and is eligible to return to the program. The other letter must provide a statement of good character and be from a professional.

- D. The student must be transferring from a CAPTE accredited program or from a program that has CAPTE candidate status.
- E. The student must be eligible to graduate on the expected date of graduation for the class he or she is applying to be a part of.
- F. The San Jacinto College PTA faculty will review the curriculum of the previously attended PT or PTA program to determine compatibility with the curriculum of the San Jacinto College PTA program. If it is determined that the programs are not compatible, the student may be denied transfer acceptance.
- G. The San Jacinto College PTA faculty will review the grades of the coursework (including clinical experiences) completed at the previously attended PT or PTA program to determine which courses in the San Jacinto College PTA curriculum that the student will need to complete. PT and PTA program curriculums vary significantly and the student may be required to take courses that cover content they have previously taken in another course.
- H. If a student is accepted and has been approved for completion of coursework from the prior PT or PTA program, the student must pass a written exam and lab exam (if applicable) with a grade of 75% or greater for each PTHA course that is approved for completion. The most recent written final and final lab examination will be used for each course. These tests must be taken prior to registration in future PTHA courses.

## XXIV. Readmission

- A. If a student is not allowed to continue in the program because of unacceptable grades or if the student voluntarily withdraws, the student must wait until the next application period to re-apply. Admittance into the program will be dependent on all readmission policies and will be on a competitive basis with new applicants.
- B. A student is only allowed to be admitted 2 times unless extenuating circumstances are applicable. Extenuating circumstances are at the discretion of the program director.
- C. In order for a student to apply for readmission, he or she must submit a written request for readmission and include documentation of what he/she did to help insure a passing grade next admittance or rectify the situation that caused the withdrawal. This documentation should reflect completion of the actions discussed with the program director on the Performance Counseling form (department internal drive). This written request must be approved by the program director in order for the student to continue with the readmissions

process. The program director will notify the student in writing whether or not the student has permission to continue with the readmissions process.

- D. If at any time, space becomes available in the program, the program director has the right to make the decision to allow students to apply for re-admission. (Space is limited to 24 students.) The student must inquire with the program director if space is available and proceed with writing a written request as defined above in section C.
- E. If a student is granted permission to proceed with the readmissions process, the PTA admissions committee will meet to determine if the student will be readmitted into the program. The student will be notified in writing of the decision of the PTA admissions committee.
- F. If multiple qualified students are applying for readmission simultaneously and space is limited, they will apply on a competitive basis. The PTA admission team will meet to determine the best qualified applicants who will be chosen to be readmitted into the program. Documentation of plan to insure future passing grades, prior class participation and performance, grades, and character will be considered.
- G. If an applicant is granted readmission, they must repeat any PTHA course that he/she received a grade of a C or lower.
- H. An applicant that is granted readmission, must pass a written exam and lab exam (if applicable) with a grade of 75% or greater for each PTHA course that was completed with a grade of B or better in order to be exempt from repeating that course. The most recent written final and final lab examination will be used for each course. These tests must be taken prior to registration in future PTHA courses.

NOTE: These requirements are subject to change according to the requirements of the Physical Therapist Assistant Student Handbook applicable during the academic year when readmission is sought.

**STUDENTS MUST COMPLETE THE READMISSION PROCESS IN COORDINATION WITH THE PROGRAM'S STANDARD ADMISSIONS DEADLINES.**

## XXV. Student Physical Therapist Assistant Club (SPTA club)

- A. All students enrolled in the Physical Therapist Assistant Program are required to be members of the SPTA club and abide by the bylaws of the SPTA club.
- B. Students are expected to be actively involved in the SPTA club including participation in fund raisers and club activities.
- C. For each activity the club does, an [SEA Activity Registration Form](#) must be completed and submitted to student life. Prior to participating in any student activity, each participant must complete the [Emergency Contact Form](#). He or she must complete and sign the [Student Organization Travel form](#).

## XXVI. Service Learning Projects

- A. Students are expected to participate in a service learning project each year as described in the Service Learning Project Outline (see Blackboard for corresponding course).
- B. Students are expected to volunteer 20 hours of their time during the first year coursework portion of the program (throughout the Fall and Spring semesters) at one location and 10 hours of their time during the second year coursework portion of the program (throughout the Fall semester).
- C. During each semester, one course will be designated to include a paper and presentation related to the service learning project. This paper/presentation will account for 5% of the grade.
- D. Details of the project will be reviewed by each course instructor

## XXVII. Student and Applicant Files

- A. All applicants' files are kept in file cabinets held within the locked offices of the PTA Department and Health Science Division with access limited to PTA faculty and PTA Administrative Assistant.
- B. All tests, quizzes, papers and other graded work of every student will be kept in the students' files. These files are kept in locked offices of the PTA Department and Health Science Division with access limited to PTA faculty and PTA Administrative Assistant.

- C. Students may only access these files under the direct supervision of the course instructor (or by another instructor or faculty member as determined by the primary course instructor).
- D. Students may not photocopy, take pictures, or in any way rewrite any items from their files.
- E. Student files will be kept on record for a minimum of 3 years after withdrawal or graduation from the PTA program. Files are shredded prior to purging.

## XXVIII. Change of Personal Information

- A. It is the responsibility of the student to inform the PTA department concerning all changes in personal information at any point throughout the program. This should be done immediately after any change occurs.
  - a. Name change requires notifying enrollment services and showing proof of either driver's license or marriage certificate.
  - b. Address changes should be updated through the students' SOS account.

## XXIX. Notification of Unlawful Behavior

- A. If a student has any encounter with the police or law or is committed of a misdemeanor or any level of crime while in attendance of the PTA program, it is his or her responsibility to notify the program director immediately. The PTA faculty will meet and determine the appropriate actions that will be taken regarding the situation on an individual basis.
- B. Failure to notify the program director within 5 days may result in dismissal from the PTA program.

## XXX. Suspected Substance Abuse

- A. If a student is suspected of being under the influence of any substance during any school related activities including but not limited to class, laboratory, field trips, the student must be immediately sent home. It is the responsibility of the instructor who is in charge to assist the student in finding safe transportation home (i.e. classmate, family, friend, or taxi cab). The instructor in charge must then notify the Program Director.

- B. If the student is suspected of being under the influence of any substance during a clinical experience, it is the responsibility of the clinical instructor to contact the ACCE. The student is to be sent home immediately and the clinical instructor and ACCE are responsible to assist the student in finding safe transportation home (i.e. family member, friend, or taxi cab).
- C. The student will then meet with the Program Director. If it is determined that the student has participated in school related activities while under the influence of any substance, he or she will be removed from the program. He or she may be asked to complete a drug screen.
- D. Refusal to take a drug screen or a positive drug screen will result in dismissal from the PTA program.

### XXXI. Summer Skills Checkoffs

- A. Prior to the start of PTHA 1360 (Clinical I), all students must demonstrate competency in skills deemed necessary by the PTA faculty and the Program Assessment. These skills may include, but are not limited to, guarding with transfers, gait training, and use of electrical stimulation and ultrasound.

### XXXII. Student Agreement

- A. Students will be held accountable for the policies and procedures as outlined in the most current copy of the Physical Therapist Assistant Student Handbook. Students must sign the Orientation Agreement form (Appendix B) in order to participate in the Physical Therapist Assistant Program.

### XXXIII. PTA Program Policy Statement

- A. All unusual or unique circumstances not identified in the previous pages, will be addressed by the program director.

## Appendices

- A. Withdrawal Notice form
- B. Orientation Agreement form

SAN JACINTO COLLEGE  
PHYSICAL THERAPIST ASSISTANT PROGRAM  
WITHDRAWAL NOTICE

STUDENT'S NAME: \_\_\_\_\_

DATE FIRST ENROLLED: \_\_\_\_\_

DATE OF WITHDRAWAL: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

**REASON FOR WITHDRAWAL:**

- \_\_\_\_1) ACADEMIC FAILURE
- \_\_\_\_2) FINANCIAL REASONS
- \_\_\_\_3) FAMILY/PERSONAL PROBLEMS (EXCLUDING HEALTH)
- \_\_\_\_4) EXCESSIVE ABSENTEEISM DUE TO ILLNESS
- \_\_\_\_5) EXCESSIVE ABSENTEEISM. REASONS OTHER THAN ILLNESS
- \_\_\_\_6) CHANGE OF RESIDENCE
- \_\_\_\_7) OTHER REASON – SPECIFY: \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_8) REASON UNKNOWN

WITHDRAWAL PROCESS EXPLAINED: Student login under SOS to withdraw from classes. Must go to EPCC to have major changed back to general studies to resume taking other classes at SJC. Refund (if applicable) with Business Office. YES \_\_\_\_\_ NO \_\_\_\_\_

IF ELIGIBLE TO REAPPLY WAS PROCESS EXPLAINED? YES \_\_\_\_\_ NO \_\_\_\_\_  
COMMENTS:

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
Program Director, Physical Therapist Assistant Program

San Jacinto College  
Physical Therapist Assistant Program

**Orientation Agreement**

**Please read this document thoroughly. If you agree to the statement, initial on the line next to each statement on the left. Please read the consequences of refusal to each statement. Sign and date at the bottom. This form is due no later than the first class day in the first semester of the program.**

\_\_\_\_\_ 1. I consent that my written work or projects may be showed to other students for the purpose of learning although my grades will remain confidential.  
*(If the student does not agree/initial the statement above, the student work will not be shared. However, please understand that sharing of written work and projects is an important part of the learning process in the PTA program.)*

\_\_\_\_\_ 2. I agree to voluntarily participate in lab activities which include being a “patient” and to have palpation activities performed on me by other students or faculty. I am aware that it is my responsibility to notify my instructor of any injury, condition, or cultural/personal beliefs for which I should be excluded from acting as a patient. This is for my safety.  
*(If the student does not agree/initial the statement above, he or she will be counseled by the PTA Program Director. Participation in the lab activities as a “patient” is necessary for the learning of hands on skills. With agreement of the statement above it is understood students may refuse particular activities as a result of injury, condition, or cultural/personal beliefs. In such cases, the student must collaborate with the course instructor.)*

\_\_\_\_\_ 3. I agree to adhere to attendance policies by attending class/lab daily as well as any fieldwork responsibilities. If I am unable to attend class/lab and or a fieldwork experience, I will follow proper protocol. *(If the student does not agree/initial the above statement, the student will be held accountable for their actions per the policies set forth in the student handbook.)*

\_\_\_\_\_ 4. I understand that as a student in the Physical Therapist Assistant Program, I will be videotaped and photographed at times either for school activities. I consent to be videotaped and photographed.

\_\_\_\_\_ I do not consent to be videotaped or photographed.  
*(If the student does not agree/initial the statement above, the program will ensure that the student is not videotaped or photographed.)*

\_\_\_\_\_ 5. I agree to allow my name, address, phone numbers, and email to be given to my instructors and clinical sites for the purpose of communication regarding PTA education.  
*(If the student does not agree/initial the statement above, the program will not put that student's information on the class contact information sheet that is handed out to all students in the program and will keep the students address, phone numbers and email confidential.)*

\_\_\_\_\_ 6. I agree that a program representative may release information regarding my academic standing during the time I was a student in the Physical Therapist Assistant Program for the purpose of completing documents for Accreditation.  
*(If the student does not agree/initial the statement above, the program will do its best to remove the identity of the student.)*

\_\_\_\_ 7. I consent that the results for my criminal background check, drug screen, and immunization records may be released to fieldwork affiliation sites for the purpose of a PTA student completing all clinicals.  
*(If the student does not agree/initial the statement above, he or she will be removed from the program. The criminal background check is part of the requirements of the admissions process and may also be required to participate in particular clinical experiences.)*

\_\_\_\_ 8. I understand the curriculum layout for the PTA program as well as the importance of completing clinicals to satisfy the requirements needed to graduate. *(If a student does not agree/initial the statement above, they will be counseled by the PTA program director.)*

\_\_\_\_ 9. I agree that the program may release information regarding my academic standing during the time I was a student in the Physical Therapist Assistant Program for the purpose of giving a reference letter by standard mail, email, fax, or phone calls for a potential job position. This will only be done if the student requests a reference letter. *(if the student does not initial the statement above, the program will not release academic standing of the PTA student to anyone.)*

\_\_\_\_ 10. I will allow the PTA Program to submit my Social Security number to any state board of physical therapy examiners that requests this information. Texas, and many other states, require the program director to submit a letter of program completion that includes the student's name and social security number in order for the student to be eligible for a physical therapist assistant license in that state.  
*(If the student does not agree/initial the statement above, he or she will be responsible for communicating with the state board of physical therapy examiners and presenting the social security number in the method that the state determines appropriate.)*

\_\_\_\_ 11. I have read the student handbook in its entirety and asked questions of the faculty of the PTA program and understand all of the contents related to my progression as a student in the PTA program. I will be held accountable for its content. I agree to abide by the policies and procedures. I am also aware that this handbook is intended as a guide and policies and procedures described in this handbook may be changed without notice.  
*(If the student does not agree/initial the above statement, they will be counseled by the PTA program director as well as determine if they need to withdraw from the program.)*

**I have initialed the statements to which I agree and understand the consequences of each of the statements for which I did not agree to/initial. The PTA program seeks to make accommodations to students in order to provide optimal learning experiences. However, in some circumstances we are unable to make complete accommodations and require cooperation of the students.**

---

**Print Name**

---

**Student Signature**

---

**Date**

---

**Faculty Member Signature**