

**THE  
UNIVERSITY OF  
ILLINOIS  
AT  
CHICAGO**



**DPT Student Handbook**

# UIC DPT Student Handbook

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## University Policies

### Student's Right to Inspect or Review Education Records

UIC Students have the right to physically review their own Education Records in the presence of a designated University representative. Where necessary and reasonable, an explanation and interpretation of the record will be provided by qualified University personnel. Student access may include electronic means. To ensure that Students may only have access to their own records, a UIC Enterprise ID is assigned and stored in the University's Student Information System. This Enterprise ID and a password are required for access to the system.

1. The Student is required to submit all requests for access to his/her records in writing to the appropriate office and will be required to present appropriate identification.
2. The appropriate office shall comply with the request within a reasonable amount of time, not to exceed 45 days after receipt of the request.
3. Original records may not be removed from any office where they are maintained.

[UIC Student Records Policy, Guidelines and Procedures Governing Student Records.](#)

### Student Academic Grievance Procedures

Students may seek resolution of complaints or grievances regarding academic standing during their enrollment at UIC in accordance with the [Student Grievance Procedures](#)

### Public Formal Grievance Procedures

These procedures have been implemented to address complaints of discrimination on the basis of age and/or disability in any activity, policy, rule, standard, or method of administration that is related to the operation of University's programs. Public Formal Grievance Procedures

### Complaint Related to Standards or Policies of Accrediting Body - CAPTE

Any complaint filed with the Commission on Accreditation in Physical Therapy Education (CAPTE) must be related to the standards or the policies and procedures of CAPTE. CAPTE will take action only when it believes that practices or conditions indicate that the program may not be in compliance with the Evaluative Criteria for Accreditation, CAPTE's Statement on Academic Integrity Related to Program Closure, or CAPTE's Statement on Academic Integrity in Accreditation. A copy of these documents may be attained by contacting the Department of Accreditation.

A formal written, complaint may be filed with CAPTE in the format provided by the Department of Accreditation. Complaints may not be submitted anonymously.

The Commission on Accreditation in Physical Therapy Education  
Department of Accreditation  
American Physical Therapy Association  
1111 North Fairfax Street  
Alexandria, VA 22314-1488  
Phone: 703/706-3245  
Email: accreditation@apta.org  
CAPTE website: www.capteonline.org

### **Nondiscrimination Statement**

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms. The University of Illinois will not engage in discrimination or harassment against any person because of race, color, sex, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.

*Revised by the Policy Council: May 31, 2005. [UIC Nondiscrimination Statement](#)*

The Department of Physical Therapy is committed to safeguarding the rights of all members of the academic community. Any student who believes that he or she has been subjected to any form of discrimination or harassment, or exposed to racist, sexist, or otherwise denigrating comments should bring this situation to the attention of the Department Head in accordance with university policy and student grievances procedures.

### **Religious Observance Policy**

The faculty of the University of Illinois at Chicago shall make every effort to avoid scheduling examinations or requiring that student projects be turned in or completed on religious holidays. Students who wish to observe their religious holidays shall notify the faculty member by the tenth day of the semester of the date when they will be absent unless the religious holiday is observed on or before the tenth day of the semester. In such cases, the students shall notify the faculty member at least five days in advance of the date when he/she will be absent. The faculty member shall make every reasonable effort to honor the request, not penalize the student for missing the class, and if an examination or project is due during the absence, give the student an exam or assignment equivalent to the one completed by those students in attendance. If the student feels aggrieved, he/she may request remedy through the campus grievance procedure.

*[The [UIC Senate Policy on religious holidays](#) [pdf] approved May 25, 1988]*

## **Statement of Commitment to Persons with Disabilities**

Guided by the belief that people with disabilities are assets to the university, UIC is committed to full inclusion and participation of people with disabilities in all aspects of university life. We seek to provide an academic, social and physical environment that makes disabled people integral to the diversity of perspectives that is vital to an academic community.

UIC supports the principles of universally accessible design, alternative communication formats, and the expression of disability community and pride. At all levels of the university, UIC promotes equal opportunity, fair treatment, and the elimination of barriers for qualified individuals with disabilities.

*[\[Chancellor's Statement of Commitment for Persons with Disabilities\]](#)*

## **General Policies**

Students are responsible for knowing and following the policies and procedures currently in effect. The department will do its best to notify students of changes as they are made. In addition to policies and procedures in this Handbook, students are governed by policies and procedures of the University of Illinois at Chicago. Individual course instructors will inform students of course policies and procedures in the written syllabi.

## **Supplemental Course Materials**

Course outlines, schedules and syllabi including course instructors' policies will be distributed by the start of the second week of the semester. Materials can be accessed on the university Black Board site. With few exceptions, course materials must be downloaded from Black Board as no paper copies will be distributed. [UIC Black Board](#)

## **Class and Clinic Attendance**

Classes are generally scheduled Monday through Friday. Classes may also be scheduled on days regular classes are not scheduled. Prompt and regular attendance is mandatory for all scheduled activities. An absence may be excused if it is unavoidable or if it is justified. You are responsible for contacting the course instructor in advance to notify the instructor of your absence.

A master schedule is kept by the Program Coordinator. All program related events and classes must be scheduled. If students wish to reserve time for a student sponsored event (e.g. class meeting, review session, CPR class) the time must be requested.

The student is responsible for notifying the Physical Therapy Department, and clinic during a clinical internship, each day that he or she will be absent from class and/or clinic. Students should notify each course instructor if they will be absent from a class session. If a student must be absent from a clinical assignment, both the Director of Clinical Education (DCE) and the clinic must be notified. Excused absences will be given if a student has a serious illness or if there is a death of a family member.

Unexcused absences may be reflected in the respective course grade in a manner determined by course instructor(s) and in accordance with the policies of the University. Students with unexcused absences may be asked to leave the program.

## Tests

The policies referring to tests apply to all tests, whether referred to as tests, quizzes, examinations, or practical examinations.

## Scheduling Tests

Tests must be taken on the scheduled date and time. If a student must miss a scheduled test, he or she is required to contact the course instructor via email prior to the scheduled test date to obtain permission to miss the test and to make arrangements for a make-up exam.

If a student misses a test due to an unplanned event or emergency, the student must contact the instructor on the day the student returns to class to make arrangements to take the test. Students should be prepared to take make-up tests within 24 hours after their return to class. The scheduling of the test will be at the discretion of the course instructor. If a student fails to take a missed test, a grade of 0 will be entered for the test and that grade will be factored into the course grade, unless a policy to the contrary is described in the course syllabus.

## Ethics

Tests are designed to measure students' mastery of course material. It is unethical to obtain or distribute copies of tests from previous classes unless an instructor gives permission. Students are advised to ask instructors about policies for the course. Students who distribute or receive copies of old tests when it is prohibited may be considered to have performed unethically and may be subject to disciplinary action. Obtaining or distributing copies of tests from previous offerings of the course to avoid mastering the material is not acceptable. If a course instructor specifically gives permission to retain copies of tests, the tests may be considered to be equivalent to course notes.

The UIC Department of Physical Therapy **Honor Code Policy**, which you will be **required to sign** before matriculating is included at the end of this document.

## Assignments

Papers, projects, and assignments must be submitted when due, unless an approved extension has been granted by the course instructor. At the discretion of the course instructor, grades on assignments submitted late may reflect a grade penalty. Unless otherwise stated in the syllabus distributed by the instructor, late papers, projects and assignments may be assessed a grade reduction of 10%.

## Appearance and Conduct

Students are expected to dress and conduct themselves in a manner appropriate to the setting in which they are studying. Many classes are held in areas where there is direct contact with patients and other health professionals. Inappropriate professional dress or conduct could result in dismissal from the program.

## **Dress Code**

Students are expected to dress, appear and act professionally during all class and clinical fieldwork experiences (including part-time observations, lab experiences, field trips, etc.). For all clinical experiences, students are expected to follow the dress code of the academic program, while being mindful of their representation of themselves, the Department of Physical Therapy at UIC and the profession of Physical Therapy.

- No shorts, jeans of any type, cargo pants, Capri pants, overalls, t-shirts, sweatshirts, shirts that reveal midriffs or thermal underwear shirts. Shirts with tails should be tucked in. Shirts without collars should not resemble t-shirts. Clothing should not restrict movement.
- No open-toed shoes, sandals, platform shoes or high heels are allowed. Socks must be worn. If athletic shoes are worn, they must be specifically for clinical work, and therefore clean. Athletic shoes should be all or predominately white.
- Care should be taken to appear clean and well groomed. No dangling jewelry, long or artificial nails, perfume, colognes or body soaps / lotions with strong odors. Facial hair should be well groomed. Students should be mindful of the negative impressions that may be created by excessive body piercing, tattoos, unnatural hair colors, or excessive makeup including artificial eye-lashes.
- Students are required to have lab coats and i.d with them during all clinical experiences (part and full time).

This list is not exhaustive and it is impossible to continually update. Therefore, the student should take care to project a professional appearance at all times. If in doubt, err on the conservative side.

## **Professional Conduct**

The Generic Abilities Assessment Form and/or the Professionalism in Physical Therapy Core Values Self-Assessment Form are used by students for self-assessment, and by faculty as a feedback tool towards student professional behavior and performance in the program. Students should review the content of the forms as a guide to expected behavior. The student's faculty advisor/instructor may require students to complete one or both forms in the event that professional development issues have been identified.

<http://www.apta.org/search.aspx?q=professionalism%20in%20physical%20therapy:%20core%20values%20self%20assessment>

## **Professional Probation**

Failure to demonstrate behavior consistent with the University and Department professional standards will result in a period of "professional probation". Any student who is not in compliance with the professional standards will meet with the Director of Professional Education, who will convene a committee to determine the terms of the probationary status. The student will also meet with his/her academic advisor to discuss the probation and requirements for remediation. A student who is on professional probation is expected to comply with the written plan for the probation remediation.

## Considerate Behavior

Many classes in the program are conducted in the multi-use Department space on the fourth floor of the Applied Health Sciences Building. The faculty are active researchers. Their offices and laboratories are in close proximity to classrooms, student laboratories and the Learning Resource Center. Students are reminded to be considerate and keep noise levels as low as possible.

## Ethical Behavior

Students have access to information about patients which is extremely personal. Betrayal of confidence, even in 'shop talk' is unethical behavior. Any sharing of information about a patient should be based on the need to understand problems, never as topics for idle talk, however innocent it may seem. Students are reminded of the requirements to not disclose personal health information and share only the minimum information necessary for the purposes of professional discussion.

## Certifications

Students are required to maintain certification in CPR for Health Care Providers, current immunization records including yearly TB testing, and certification of HIPAA training. HIPAA training certification is arranged through the Department of Physical Therapy. All other certifications and immunizations are the responsibility of the student and should be completed within the first month of entering program. Students may also be required to document additional immunizations as required by clinical sites. These may include Hepatitis B vaccination and proof of immunity to Varicella (chicken pox).

## Academic Policies

### Academic Progression and Standing

#### Definitions

**Academic Standing:** The status of a student in the DPT program. Academic Standing is based on performance in required classwork and behavior that is consistent with professional standards. There are 4 categories of academic standing: Commendable, Satisfactory, Probationary and Dismissed.

**Commendable Standing:** A student is deemed to have commendable standing if he or she has achieved a cumulative GPA of  $> 3.75/4$  or a semester GPA that represents significant achievement in comparison to previous performance, or has been recognized for an exceptionally strong performance in the clinic or recognized for other outstanding performance.

**Satisfactory Standing:** A student is deemed to have satisfactory standing if he or she has received a grade of C or better in all didactic courses and a grade of Satisfactory in clinical education coursework, an overall semester GPA of  $2.70/4$  or better, a cumulative GPA of  $2.70/4$  or better, and he or she has demonstrated behavior that is consistent with professional standards.

**Probationary Standing:** A student is deemed to have probationary standing if he or she has received a grade of C or better on all didactic courses and a grade of Satisfactory in clinical education coursework, but a GPA for the current or immediately past semester of lower than 2.70/4, or a cumulative GPA lower than 2.70/4 or if he or she has not demonstrated behavior consistent with professional standards.

**Dismissed Standing:** A student is deemed to have a Dismissed Standing if he or she has received a grade below a C in a didactic course, received an Unsatisfactory in a clinical education course, has been on probation for one semester and has not regained satisfactory standing or has demonstrated behavior that is not consistent with professional standards.

**GPA:** Grade point average calculated on grades earned in required DPT courses; grades earned in elective DPT courses are not included in the calculation.

Each student's progress will be reviewed at the end of the fall and spring semester as well as any time that a faculty member requests raises a concern. Advisers will present their advisees' academic progress including progress toward completion of the Portfolio. Grades, professional behaviors, and communications skills will be discussed as appropriate. Input from course instructors will also be shared.

A student must maintain Satisfactory Standing in the DPT program in order to progress to the next semester without conditions or interruptions.

A student in Probationary Standing must meet the requirements for Satisfactory Standing by the end of the subsequent semester. If the student fails to return to Satisfactory Standing by the end of the subsequent semester, he or she will be dismissed from the program.

## **Grading policies**

Grading policies can be found on DPT website through the link for current students (Handbooks and Policies): <http://ahs.uic.edu/pt/currentstudents/handbooks/>

## **Grades and Grading**

The following conversion scale will be used by the Physical Therapy faculty for assigning Physical Therapy course grades unless otherwise specified by the instructor in course materials:

100-90 A

89-80 B

79-70 C

69-60 D

59 (or below) F

## **Student Appeal Process**

A student who has Dismissed Standing in the program may write an appeal letter to the Director of Professional Education, which will be considered by the faculty. The faculty acts as a committee of the whole in dealing with academic dismissal appeals. Students may use faculty and/or another campus resources for advice. The faculty may uphold the dismissal or reinstate the student subject to conditions determined by faculty on a case by case basis. Decisions are based on a vote by the faculty. The faculty's decision is based on:

- Evidence that the student has seriously attempted to remediate poor academic performance (e.g. the student has engaged in consultation with faculty, tutoring, remediation and/or counseling);
- Evidence that the student has attempted to solve any personal problem which interfered with performance (e.g. consultation with appropriate professionals);
- The quality of the student's overall academic and clinical performance (e.g. grades, reports from clinical instructors); and,
- Student behavior that indicates commitment to the profession of physical therapy and the educational program (e.g. attendance for all required classes and examinations, participation in school activities, and demonstration of respect for the dignity and rights of other students, faculty and patients).

In some cases, faculty will allow a student who successfully appeals an academic dismissal to remain in the program without progressing to the next semester (continuation without promotion). In these cases students may be required by the faculty to restart the program, or retake selected courses and/or perform some other activities.

The Director of Professional Education or designee communicates the decision of the faculty related to a student promotion issue in writing to the student. A copy of the correspondence is kept in the student's file.

In order to be reinstated in the program following dismissal, a student is required to provide proof that he or she has successfully completed any activities required by the faculty. Upon successful completion of the requirements the student will be allowed to re-enter the program at the point in the curriculum deemed appropriate by the faculty. This policy applies to academic courses as well as clinical education courses.

## **Portfolios**

Students are required to complete all portfolio requirements prior to graduation. Students will receive portfolio instructions and grading criteria in the fall semester of the first year and are expected to be continually working toward completion of their portfolio. Students are expected to meet with their advisors each semester to demonstrate the progression of portfolio completion. Any student who does not complete all portfolio requirements by the due date, will not be allowed to graduate.

## **Student Meetings**

Students are required to attend all "Brown Bag Lunch Meetings". These meetings are held at least once each semester to discuss various issues including: topics related to academic, clinical education, professionalism, and/or any additional issues brought to a Director of Professional Education by the class representatives.

## **Graduation Requirements**

- Cumulative GPA of 2.70 or greater for all required courses
- Satisfactory completion of Clinical Education Experiences as defined in the Clinical Education Handbook
- Portfolio Completion and sign-off by advisor, DCE and Director of Professional Education
- Satisfactory completion of all clinical education courses

## **Clinical Instruction and Practice Policies**

This information contained in the Clinical Education Handbook and course syllabi.

## **Other Policies**

### **Building Access**

Students may access the building outside of normal business hours on evenings and weekends. After hours and on weekends the building is locked, but the UIC student I-card can be swiped to open the front door of the building. Elevator access may not be available after hours. Students may make a request for after-hours access to a classroom to the Assistant to the Head for Business.

### **Lockers**

Lockers are provided for student use. Students may need to share locker space. Students are responsible for locker housekeeping and for removing the contents at the end of the academic year. Any locks left on lockers after the end of the academic year will be removed, and owners of identifiable contents will be notified by email prior to disposal.

### **Access to Department Resources**

The Department copier, fax machine, telephones, office supplies, and staff time are not available to students unless permission is granted by a faculty or staff member.

A computer lab can be found on the 5<sup>th</sup> floor. The computer lab is open to physical therapy and occupational therapy students during business hours. Students are not authorized to purchase or install, or authorize the purchase or installation of, software or hardware on behalf of the departments. Students are not authorized to install software obtained from the Internet on any UIC system, and specifically on those located in the lab. Students who are found in violation of the policies related to the lab may be required to reimburse the department for costs associated with repairing and/or restoring the system to its standard configuration. Furthermore, students found violating this policy could have their privileges to the lab suspended or revoked.

## **Faculty Mail Boxes**

Students are not permitted in the faculty mail room (Room 411) unless specifically instructed by faculty to leave materials in their mail box.

## **Student Mail Boxes**

Student mail boxes can be found in room 445. These are used for faculty to communicate with students and for students to communicate with one another. Messages or returned assignments to individual students may be placed in the student's individual mail box. Students are expected to check their mail boxes daily.

## **Email**

All UIC business managed electronically between students and faculty, staff, partnering clinical sites and the community are to occur on UIC email. Communication from the faculty, department, college and university are sent to students' UIC email accounts. Students are expected to check their email accounts daily and respond using UIC email.

**As a student in the professional DPT program, there is an expectation that students will respond to faculty and administrative email by responding to direct requests for information or to acknowledge receipt of the email.**

## **Student Addresses**

The Department of Physical Therapy and UIC require accurate permanent and current addresses and contact phone numbers for every student. Students should notify both the Department Program Coordinator and the University Office of Admission and Records in the event of address or telephone number.

## **Student Information & Recruitment**

It is the policy of the Department not to release lists of students and graduates. The Department will provide students with information on behalf of correspondents with regard to scholarships, job fairs, employment etc., by emailing the information to the class listserv or posting in or near the student mail room (Room 445).

Prospective employers may be directed to post job opportunities with the UIC Office of Career Services.

The Department does not evaluate offers of employment or financial aid. Students are advised to consult the APTA's "Considerations for Practice Opportunities and Professional Development for job related information.

And the UIC Office of Financial Aid for specifics regarding how to apply for financial support.  
<http://www.uic.edu/apps/departments-az/search?dispatch=find&orgid=99946>

## **Ecological Considerations**

The University recycles paper, cans and bottles. Please participate by using the appropriate receptacles. A receptacle for used batteries can be found in the copy room.

## **Housekeeping**

Students are expected to leave classrooms neat and orderly, appropriately disposing of any food, bottles or other food and snack items brought into classrooms. Lights and air conditioners should be turned off. Students are responsible for periodically cleaning the refrigerator in Room 445.

**Please continue to following page.**

**When you have completed reading these policies, please send an e-mail to the Program Coordinator, Judy Davy, including the statement below**

If you have any questions or require clarification, please talk with your adviser or the Director of Professional Education.

Copy the following statement and click the **Email now** link or open your email and paste the state into your message, adding your first and last name where indicated.

**I, add your name, have read and understand the policies and procedures in the UIC DPT Student Handbook. I understand I am responsible for adhering to and applying the policies and procedures as intended. If I have questions, I will make an appointment to speak with my advisor to ensure complete understanding of how these policies and procedures apply to me.**

[Email Now](#)



## **UIC Department of Physical Therapy Honor Code Policy**

Successful completion of any degree offerings within the Department of Physical Therapy at UIC requires a high level of academic performance and evidence of professional behavior. The students in the Department of Physical Therapy have accepted the responsibility to adhere to the highest standards of honesty and integrity throughout their tenure as a UIC student. An honor code enforced by the students and faculty is in effect and should be actively pursued. All students are required to sign and adhere to the UIC Department of Physical Therapy Professional Conduct and Test Ethics Policy, which provides a detailed description of actions, considered being an honor code violation. Do your part by helping to monitor your own behavior and that of others. If you suspect a classmate is cheating or plagiarizing, approach the person and discuss your impressions. Procedures for reporting an honor code violation are as follows:

1. A student who sees or learns of an apparent violation is encouraged to confront the suspected person and ask for an explanation. If an explanation is given that clears up the matter (i.e., the witnessing student is convinced there was no violation), this should end the matter, except in the situations described below.
2. A student who sees or learns of an apparent violation who prefers not to confront the suspected person or who has confronted him/her and been given no explanation or an inadequate explanation, shall report the incident to the Director of the Professional/Graduate Program or any other faculty member in the Department. This report should be made within 48 hours of the incident or as soon as possible.
3. A faculty or staff member who sees or learns of an apparent violation should report the incident to the Department Head within 48 hours of the incident or as soon as possible.
4. The Director of the Professional/Graduate Program with the reporting witness shall write a brief report of the alleged violation. The report shall include the following:
  - a. The nature of the alleged violation;
  - b. The time and date of the alleged violation;
  - c. The name of the accused;
  - d. The name of the reporting witness;
  - e. The names of any other witnesses.
5. The Director of the Professional/Graduate Program, in consultation with the faculty, will investigate the alleged honor code violation and if it is founded, will impose an appropriate disciplinary action.

Any student found to be in violation of the UIC Department of Physical Therapy Honor Code Policy will face disciplinary action which may include failure of the exam in question, course

failure, probation, and/or dismissal. Moreover, UIC has a student grievance procedure and code of conduct that should be adhered to by all students in the UIC Department of Physical Therapy (<http://www.uic.edu/depts/dos/ombuds.html#12>).

### **Honor Code**

The purpose of this Honor Code is to communicate the meaning and importance of academic integrity to all members of the UIC Department of Physical Therapy and to articulate and support the interest of the program in maintaining the highest standards of conduct in student learning. The UIC Department of Physical Therapy embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of learning, and represents the highest possible expression of shared values among the members of the program. The core values underlying the Honor Code are:

- **Academic honesty** is demonstrated by students when the ideas and the writing of others are properly cited; students submit their own work for tests and assignments without unauthorized assistance; students do not provide unauthorized assistance to others; and students report their research or accomplishments accurately,
- **Respect** for others and the learning process to demonstrate academic honesty,
- **Trust** in others to act with academic honesty as a positive community-building force in the school,
- **Responsibility** is recognized by all to demonstrate their best effort to prepare and complete academic tasks,
- **Fairness** and equity are demonstrated so that every student can experience an academic environment that is free from the injustices caused by any form of intellectual dishonesty, and
- **Integrity** of all members of the department community as demonstrated by a commitment to academic honesty and support of our quest for authentic learning.

The student body and faculty of the UIC Department of Physical Therapy will not tolerate any violation of the Honor Code.

## **PROFESSIONAL CONDUCT AND TEST ETHICS**

Students are expected to abide by the Honor Code once enrolled in any program within UIC Department of Physical Therapy. Behavior which subverts the integrity of the examination process for oneself or others is unacceptable. Such behavior includes but is not limited to:

### **Before an examination**

1. Seeking and/or obtaining access to examination materials prior to test administration.
2. Unauthorized entry into the area where test materials are being prepared.
3. Unauthorized reproduction and/or dissemination of test materials.

### **During an examination**

1. Sharing information about any of the test materials including simulation (electronic, human or mechanical) and paper cases.
2. Possessing unauthorized materials during an examination. This includes reviewing instructions on outer doors for standardized patient encounters more than 5 minutes before the scheduled testing time.
3. Leaving the test area without authorization.
4. Possessing and/or using recording devices.
5. Possessing and/or using unauthorized study aids.
6. Giving or receiving information during the examination.
7. Sharing information, resources or reasoning on problems meant to be solved by individuals.
8. Theft of examination materials.
9. Disruptive behavior which affects other examinees, standardized patients, or staff.
10. Communication and signaling devices must be off.
11. Making reference notes of any kind during the examination, except on paper provided.
12. All written notes must be deposited in the designated area before moving forward to the next testing activity.
13. Unauthorized reproduction and/or dissemination of test materials.

### **After an examination**

1. Sharing information about any of the test materials including simulation (electronic, human or mechanical) and paper cases.
2. Altering or misrepresenting examination scores.
3. Unauthorized reproduction and/or dissemination of test or copyrighted materials.

*Students who witness activities by another student that is in violation of the honor code are required to inform UIC Department of Physical Therapy faculty. Failure to report witnessed activities by another student is also considered an honor code violation.*

Irregular behavior will be investigated and reviewed. Students found to have violated the honor code will face disciplinary action which may include failure of the exam in question, course failure, probation, and/or dismissal from the UIC Department of Physical Therapy.

I have read and agree to abide by the honor code while throughout my entire enrollment within any program in the UIC Department of Physical Therapy.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Upload to CertifiedBackground.com by August 1, 2016.**