



UIC DPT Student Handbook

Each DPT student is responsible for the information contained in this student handbook, which includes pertinent policies and procedures of the department, college, and university.

If you have questions or require clarification, please speak with your adviser or the DPT Director of Professional Education at gayg@uic.edu.

WELCOME

Welcome to the Doctor of Physical Therapy (DPT) program at the University of Illinois at Chicago (UIC). UIC is rooted in a community culture of diversity and social responsibility. As a member of the UIC DPT program, you will be integrated into a program designed to prepare you as an autonomous Physical Therapy practitioner who possesses qualities of professionalism, commitment, caring, integrity, leadership, and innovation. You will have the opportunity to expand your understanding of physical therapy and give back to the university, local, national, and even international community through your portfolio activities. You will work closely with faculty as you engage in active learning.

Although the curriculum is rigorous and demanding, you have the support of your peers, the faculty and staff, and your friends and families. This handbook has been developed to provide you with information regarding the UIC DPT program, the College of Applied Health Sciences, and the university. All the policies and procedures that define governance, principles of fairness, and due process in the program, the college, and the university are described and referenced. Should you have any questions regarding this document, do not hesitate to ask any faculty member for assistance.

**We are very happy to welcome you to the UIC and the DPT program.
We are committed to and will support your goals to become a physical therapist!**

PHYSICAL THERAPY (Definition)

“Physical therapists are movement experts who improve quality of life through prescribed exercise, hands-on care, and patient education.

Physical therapists diagnose and treat individuals of all ages, from newborns to people at the end of life. Many patients have injuries, disabilities, or other health conditions that need treatment. In addition, physical therapists provide health and wellness screening and advice for healthy individuals to support health and wellness and to prevent future PT related conditions. Physical therapists examine each person and then develop a treatment plan to improve their ability to move, reduce or manage pain, restore function, and prevent disability. Physical therapists can have a profound effect on people's lives. They help people achieve fitness goals, regain or maintain their independence, and lead active lives.”

<https://www.apta.org/your-career/careers-in-physical-therapy/becoming-a-pt>

GENERAL POLICIES

Students are responsible for knowing and following the policies and procedures currently in effect. The Department of Physical Therapy (PT 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 UIC. Individual course instructors will inform students of course policies and procedures in the written syllabi.

MISSION/VISION

The following are the mission statements of the UIC, the College of Applied Health Sciences (CAHS), and the PT Department:

The UIC embraces its mission of teaching, research, service and economic development through hundreds of academic programs, community service initiatives, and research endeavors.

The UIC mission is to:

- Create knowledge that transforms our views of the world and, through sharing and application, transforms the world.
Provide a wide range of students with the educational opportunity only a leading research university can offer.
- Address the challenges and opportunities facing not only Chicago but all Great Cities of the 21st century, as expressed by our Great Cities Commitment.
- Foster scholarship and practices that reflect and respond to the increasing diversity of the U.S. in a rapidly globalizing world.
- Train professionals in a wide range of public service disciplines, serving Illinois as the principal educator of health science professionals and as a major healthcare provider to underserved communities.

College of Applied Health Sciences Mission Statement

The mission of the College of Applied Health Sciences is to prepare professionals for the advancement of health and of healthcare and its related aspects of human development, performance, and adaptation. The principal means through which this mission is accomplished is by actively integrating teaching, research, and service. The college's priority is the education of its students, which includes fostering their capacity for compassion, dedication, and advocacy. As a major component of an urban land grant institution, the college is committed to diversity, community needs, and the creation and dissemination of new knowledge.

Department of Physical Therapy Mission Statement

The mission of the PT Department is multi-faceted, supporting the overall mission of UIC, an urban, public research university. The PT Department strives to pursue excellence in education, research, clinical practice, community outreach and service.

The mission of the PT Department is to:

- Educate compassionate practitioners and scholars in the practice and science of physical therapy to meet current and future societal needs.
- Advance and apply research and scholarship in rehabilitation sciences and other related fields to ultimately promote excellence in care and health outcomes as well as improve quality of life in the populations we serve.
- Provide related services to benefit individuals, communities, the profession of PT, and the broader healthcare arena.
- Strategically partner with the Illinois Medical District, other colleges, and departments at UIC, other clinical and academic institutions, national and international collaborators, and community organizations

DPT PROGRAM GOALS FOR STUDENTS

- Upon graduation, students will acquire, at a minimum, entry-level knowledge to enter physical therapy profession and practice in a safe and competent manner.
- Students will acquire communication skills and knowledge to enable them to interact with various constituents in a respectful, sensitive, and culturally competent manner.
- Students will demonstrate expertise in patient care focused on health promotion, wellness, fitness, patient advocacy and autonomous practice. Students will be able to apply critical theories and methodologies to understand major issues in the field of physical therapy.
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TEACHING PHILOSOPHY

The UIC PT Department contributes to the development of physical therapy as a collaborative, technologically sophisticated, and scientifically based profession. The aim is to produce scientific clinicians trained for general practice and invested in integrating new knowledge into practice. A foundation in liberal arts and a strong scientific curriculum provide UIC graduates with the tools for independent practice. The curriculum rests on four fundamental concepts:

- 1) Physical therapy practice requires the understanding and application of the International Classification of Functioning, Disability, and Health (ICF). Physical therapists address needs of patients at all levels of the ICF by a) conducting screening, examination, and detailed evaluation, b) determining if physical therapy is needed at the optimal frequency, intensity, and duration, c) referral to other practitioners, d) developing and implementing intervention plans, and e) designing and implementing prevention and wellness programs.
- 2) The evaluation of the effectiveness of physical therapy serves as the basis for decisions about future interventions. Skills that are necessary to make appropriate clinical decisions are the ability to: a) reflect and adapt, b) choose between alternatives which may have elements of uncertainty, c) consider multiple factors in setting priorities, d) make and manage decisions that account for the needs of individuals, communities, and populations.
- 3) The rights and dignity of persons receiving care must be respected by health care practitioners and by the health care system. Considering resources and societal needs, healthcare services should be provided in a manner that serves the patient rather than what best serves healthcare professionals or organizations that employ healthcare workers, manage health care, or provide reimbursement. The patient should be the decision maker whenever possible through the sharing of information and through dialogue about the patient's priorities and choices.
- 4) Practice environments have become increasingly diverse, and in many settings physical therapists are working independently. As primary health care models develop, and therapists assume their roles in these environments they must respond to health care needs by intervention, referral, or consultation.
- 5.) Students of the UIC DPT program are expected to contribute to their education by demonstrating a commitment to self-learning through appropriate questioning of concepts and by maintaining openness when considering new information. Graduates are expected to be committed to life-long study and to actions that serve the needs of their patients, society, and the future of the physical therapy profession.

LINKS TO PT DEPARTMENT INFORMATION

- [Staff and Faculty Directory](#)
- [Department Hours/ Contact Information](#)

DPT ACADEMIC POLICIES

Fall and Spring classes follow UIC's undergraduate academic calendar.

Scheduling Note: While Fall and Spring classes follow UIC's undergraduate academic calendar, Summer courses and Clinical Education Experiences have PT Department specific dates.

[UIC Academic Calendars](#)

COURSE DESCRIPTIONS [Access Course Descriptions](#)

CURRICULUM PLAN [Access the Curriculum Plan](#)

The DPT curriculum is an eight-semester program including 38 weeks (about 8 and a half months) of clinical education. The curriculum is a hybrid of a traditional model that uses case-based learning and a modified problem-based approach. The clinical courses in the curriculum are systems-based. The curriculum is based on the PT Department's mission and the theme of evidence-based practice, both of which are woven throughout all coursework and clinical experiences. The curriculum consists of a didactic phase during which a variety of educational and evaluation methods are used to prepare the student in basic, behavioral, and clinical sciences, and a supervised clinical internship phase requiring the student to integrate knowledge and skills in application to patients/client management. In addition, clinical activities and learning experiences are incorporated into the didactic phase of the clinical courses.

The curriculum design was developed for adults who enter with a baccalaureate degree and are expected to be self-directed, active learners. An example of the application of this principle is the student portfolio that include five self-directed learning experiences planned and implemented by students as a means of documenting higher level competencies in areas of interest including teaching, mentoring, prevention and wellness, career development and social responsibility. In the interim between the third and fourth full-time clinical internships there are three capstone courses that provide an opportunity to fully develop professional behaviors by integrating earlier didactic work with experiences gained from clinical fieldwork. Each capstone course has specific individual and group projects including a written case report in PT 628 Case Management, development of a business plan in PT 627 Professional Development II and evidenced based group presentations on assessments and interventions covering all aspects of physical therapy practice.

GRADUATION REQUIREMENTS

- Cumulative GPA of 2.70 or greater for all required didactic and clinical education DPT 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

COMPUTER LITERACY

Students should have proficiency in a variety of computer applications, including Microsoft Word, Excel, and PowerPoint. Students must have a laptop computer for online coursework. Tablets are not compatible with our examination software.

STUDENT ACADEMIC STANDING IN THE DPT PROGRAM

Each student's progress will be reviewed at the end of the fall and spring semester as well as any time a faculty member raises a concern. Grades, professional behaviors, and communications skills will be discussed as appropriate. Input from course instructors will also be shared. During the first year a written narrative assessment is completed for each student.

Narrative Assessment - Year 1

In select first-year courses (PT 600, PT 603, PT 604, and PT 625), narrative assessments of student behaviors are completed. The rubric for this assessment is available to students on the course Blackboard shells and pertains to the following behaviors: Accountability, Communication (verbal and non-verbal), Cultural Competence, and Integrity. The assessment is a two-part process that first involves self-assessment by the student followed by feedback from the course director regarding how a student is or is not meeting expectations in these areas. Students are advised when assessments are available to complete, and feedback is provided to the students directly through Blackboard. Where items of concern arise, this information may be shared with faculty, including, but not limited to, the director of professional education, course directors, the student's advisor, and members of the Committee of Student Promotion and Professionalism. These assessments are not part of the grade for any course as feedback is intended to be formative.

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 and/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 achieved a cumulative GPA of > 2.70, with no course grade lower than a C, and a grade of Satisfactory in clinical education coursework.

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

Probationary Standing

A student is deemed to have probationary standing if he or she has a semester or cumulative GPA of less than 2.70/4, with no grades below a C.

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 DPT program.

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.

NOTE: Semester and Cumulative GPAs

For purposes of the DPT program, this grade point average is calculated on grades earned in required DPT courses. Grades earned in elective DPT courses are not included in the calculation.

TUTORING

Peer Tutoring Program: need-based peer tutoring is available for the following courses in the first-year curriculum: Gross Anatomy (PT 603), Neuroanatomy (PT 604), Physiology PT 605, and Applied Kinesiology (PT 617). Peer tutoring is offered at no charge to students with course grades less than 80%. Initial offers of a peer tutor typically occur after the first set of exams in each of the aforementioned courses. Tutors are second-year DPT students who have been selected by course directors. Prior to the start of the Fall semester in the second-year eligible students will receive an email invitation to tutoring. Sessions occur once weekly for one hour in a small group of between 2-4 students depending on the needs of the class and the availability of tutors. The day and time of weekly sessions are left to the tutor and the group. Tutoring needs are re-evaluated after each set of examinations.

ADVISING/ADVISORS

The Director of Professional Education will assign a faculty adviser to each student when the student enters the DPT program. The PT Department Head will review any request by a student or a faculty adviser for a change in advising assignment.

The faculty advisor will assist the student with any problems affecting academic performance. If appropriate, the adviser may refer the student to other resources, e.g., tutorial services, or counseling services. The faculty adviser may seek the counsel of the PT Department Head and the PT Department faculty regarding a student's progress. Faculty advisors may request meetings with students in academic and / or professional difficulties. Yet students are strongly encouraged to initiate contact with their advisor whenever necessary.

The faculty advisor will guide students in the development of and evaluation of the advisee's portfolio. It is the student's responsibility to complete the portfolio and the advisor is not responsible for initiating meetings. It is the faculty advisor's responsibility to be available to communicate/meet with the student to provide assistance as requested and to approve proposals for self-directed learning experiences. Failure to make appropriate progress toward the completion of the portfolio should be considered as an academic performance deficit and the advisor should respond by reporting to the faculty as part of student progress reports and requesting a meeting with a student.

If a student has a need beyond the scope of responsibilities of the faculty advisor, the adviser may refer the student to the Director of Professional Education. If a problem cannot be resolved within the PT Department, the student may be referred to AHS Assistant Dean for Student Affairs. The PT Department may require remedial work or require the student to utilize UIC counseling or tutoring services.

The Director of Professional Education will serve as the class adviser for each class to improve communication and to address issues that affect the group as a whole.

There must be a compelling reason for a change of adviser. A student may request a change of adviser by a petition to the PT Department Head in writing. The petition shall include the name of the current and proposed advisers as well as the reason(s) why the change is being requested.

COURSE LEARNING CONTRACTS/SYLLABUS

Syllabi will be prepared prior to the start of the term and posted to the Course Black Board site.

The syllabus for each course will follow the master Departmental format and will include a schedule of assignments/lectures/exams and any instructor policies regarding tests, absences, or other information specific to the course. Course objectives will be written in measurable terms and will reflect the level of knowledge or application expected for the content within the course and within the curriculum.

Each course syllabus is a contract between the student and the course instructor and outlines what the course instructor will provide and the requirements that the student will be asked to complete to achieve a successful evaluation. Syllabus assignments, exam, and assignment percentages and/or course expectations cannot be changed once the syllabus is posted. Students are expected to meet expectations outlined in each course syllabus.

BLACKBOARD: YOUR INSTRUCTIONAL RESOURCE SITE

Course materials can be accessed on the [UIC Blackboard site](#). With a few exceptions, course materials must be downloaded from Black Board as no paper copies will be distributed.

GRADING POLICIES

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: Grade rounding is at the discretion of the course instructor. A passing grade in any course is 70% or higher.

100-90 A
89-80 B
79-70 C
69-60 D
59 (or below) F

ASSIGNMENTS

Papers, projects, and assignments must be submitted on or before the due date, unless an approved extension has been granted by the course instructor. At the discretion of the course instructor, grades on late assignments may reflect a grade penalty.

ASSIGNMENT GUIDELINES / ITHENTICATE

All individual and group assignments, including PowerPoint presentations, **must be accompanied by a full iThenticate report**. The **maximum allowable match** between your document and the reviewed literature cannot be greater than **10%**. When uploading your document in iThenticate, you may check the report guideline criteria to **exclude your reference and correctly quoted material in the body of your assignment**.

Students should upload both their assignment submission and the full iThenticate report to the Black Board. The Black Board assignment upload has been set up to include multiple attempts

per assignment. Please do not send reports or assignments directly to me unless specifically requested.

Assignments that are unaccompanied by an iThenticate report will not be graded and may result in a late submission or incur other penalties.

ASSESSMENTS

Written Examinations

Examinations (written, oral or practical) and other graded activities will be given to measure student progress and outcomes of instruction using a methodology that is suitable to the skill being tested.

The DPT program uses a ExamSoft to administer examinations. ExamSoft is a software program that provides a secure assessment platform. Students are required to have an up-to-date laptop and download the software prior to their first exam.

[See system requirements](#)

Each student will receive an “invitation” from Exemplify to set up an account. They will receive further documentation on how to set up their ExamID and the navigation of ExamMonitor (two features that allow for secure remote exams).

A mock exam will be taken prior to the first exam to ensure the accounts and features are working properly. All troubleshooting should occur prior to the first exam. When assessments have been created by the instructor, an email will be sent to students to download the encrypted exam. A password will also be provided by the instructor to begin the exam at the scheduled time. When the exam is complete, students should upload their exams. Instructors will examine assessment results and release grades at their discretion.

Practical Examination and Skills Checks

The laboratory component of the clinical courses facilitates application of learned didactic material to clinical practice through instruction of psychomotor skills. It is the student’s responsibility to ensure competence with these skills through practice and by seeking feedback from the course instructor. The Minimum Required Skills of Physical Therapist Graduates at Entry Level document (posted in the student handbook folder on the class Blackboard site) should be used to guide student practice of clinical skills throughout the DPT program.

Students will be assessed on their competence performing clinical skills through skills checks and practical examinations. There will be at least one practical examination in each clinical science course. Expectations for performance will be stated in the practical rubric provided by the course instructor.

Scheduling Written and Practical Examinations

Whenever possible, written tests and practical examinations will be scheduled during the term in such a way that a student will not be required to take more than two in a week. No more than one final examination will be scheduled on a single day. Test schedules will be entered on a master calendar. If a conflict occurs, faculty will be notified and given the opportunity to reschedule the tests to resolve the conflict.

Assessments must be taken on the scheduled date and at the scheduled time. The policies referring to assessments apply to all skills checks, tests, quizzes, examinations, practical examinations, or any graded activity. See individual course syllabi for course-specific assessments and the dates of these assessments.

Procedure for Assessment Deferment:

- Assessment deferments for specific personal and emergency considerations may be granted at the discretion of the instructor.
- If a student desires to request an assessment deferment, he or she is required to contact the course instructor via email prior to the scheduled test date to obtain permission.
- Assessment deferrals are only approved for reasons of a severe illness, emergency, or other special circumstances including family emergencies, illnesses, or religious holidays. Weddings, family vacations, or other travel plans are not legitimate reasons for requesting assessment deferral. The missed unit exam will be made up at the end of the semester in the week following finals week at a date and time to be determined by the instructor.
- If a student fails to sit for an assessment at the assigned time, without advance permission from the instructor, a grade of zero will be entered for the assessment and that grade will be factored into the course grade.
- Failure to arrive on time for certain assessments (e.g., practical exams) may result in denial of entry to the assessment and a grade of zero.
- If a student fails to arrive on time for the written exam, they will be allowed to sit for the exam at the discretion of the instructor; however, no extra time will be given.

Corrective Action

1. Failure to comply with this policy may result in intervention by course faculty and clinical instructors, the Student Committee on Professionalism (SCP), the Director of Professional Education, and/or the Committee on Student Promotion and Professionalism (CSPP).
2. Individual or repeated violations may result in the student being placed on professional probation.
3. The specific terms of the probationary period will be determined by the Committee on Student Promotion and Professionalism and will be communicated in writing to the student.

Failed Written and Practical Examinations

There is an expectation that students in the DPT program will meet a Minimum Performance Level (MPL) on assessments (including assignments, didactic exams skill checks and laboratory practical exams). **A score of less than 70% on any of the aforementioned assessments is considered a failing grade.** However, the decision to remediate any assessment is at the discretion of the individual course faculty.

Students will be allowed no more than three failed grades on assessments during any given academic year. A fourth score below the MPL during a single year of the curriculum is grounds for dismissal from the DPT program.

1. When scores are less than 70% on any two assessments in a single year of the curriculum a student will receive a letter from the Committee on Student Promotion and Professionalism (CSPP). This could be two assessments within the same course or one assessment in two different courses. The CSPP letter will provide recommendations to support the student and include the student's advisor as an additional resource. Students

who receive a letter from the CSPP are advised to seek out specific resources (e.g., tutoring, when available), meeting with the course director(s) and/or making an appointment with the Disability Resource Center to be assessed for accommodations (e.g., extended test taking time, a note taker or other resources).

2. When scores are less than 70% on any three assessments in a single year of the curriculum a student will be referred to the Committee on Student Promotion and Professionalism (CSPP) for review. Inability to meet the MPL on three assessments within a year of the curriculum is grounds for academic probation. Academic probation may begin at the start of a new semester or mid-semester. The CSPP will discuss each individual student and provide supportive terms of academic probation.
3. Inability to meet the MPL on four assessments within a year of the curriculum is grounds for dismissal from the DPT program. The student will be referred to the Committee on Student Promotion and Professionalism (CSPP).

CLINICAL INSTRUCTION AND PRACTICE POLICIES

This information can be found in the Clinical Education Handbook and Clinical Education course syllabi and will be provided to students by the Director of Clinical Education (DCE).

ACCOMMODATIONS

The Disability Resources Center (DRC) is available to all students to assess their accessibility needs. It is the responsibility of the student to contact the DRC if they have known or suspected accessibility requirements. The Disability Resource Center (DRC) could be found in Room 1190 Student Services Bldg., Chicago, IL 60612; (312) 413-2183; (312) 413-0123 (TTY).

[DRC Information](#)

LEAVE OF ABSENCE (LOA) POLICY AND FORM

Students who are unable to complete any term in which they are currently enrolled, or unable to continue into the next semester must petition for a leave of absence to maintain their status as a student in the DPT program. Any absence of longer than one week will require a petition for a leave of absence. A leave of absence may be granted for a specified period, for a maximum of 12 months. The written petition should be submitted to the Director of Professional Education and must include a detailed description of the requested leave including a start and end date. Approval for a leave of absence will be a decision of the PT Department Head and Program Director and will be based on facts presented by the student, reports from the faculty in any coursework in a term in which the student is enrolled at the time the leave of absence is requested and other information submitted on behalf of the student. Once the leave is approved the student will be provided with and must complete the Doctor of Physical Therapy Student Petition for Leave of Absence Form. Additional requirements may be assigned to ensure that the student maintains academic readiness to continue in the DPT program if the leave extends beyond a one-week period.

In an unanticipated emergency, the student should petition for a LOA (Leave of Absence) as soon as possible after the absence begins.

A request for a leave of absence related to a documented health condition, pregnancy, parental leave, or the serious illness of a family member must be accompanied by a letter from a

qualified health professional stating that the situation justifies an absence and/or the medical condition could negatively affect the student's performance in required coursework.

STUDENT PROFESSIONAL STANDING IN THE DPT PROGRAM

The Committee on Student Promotion and Professionalism (CSPP)

Oversight of academic and professional standing in the DPT program is the responsibility of the Committee on Student Professionalism and Promotion (CSPP). The Committee on Student Promotion and Professionalism (CSPP) is an independent committee that works with the departmental Curriculum Committee and oversees the Student Committee on Professionalism (SCP). The SCP will regularly report to the CSPP but will not participate in review of student cases brought to the CSPP nor voting pertaining to those cases reviewed by the CSPP. The CSPP and the departmental curriculum committee will work in concert with the chair of the curriculum committee serving as an ex-officio member of the CSPP.

The mission of the Committee on Student Promotion and Professionalism is to establish, oversee, and/or continually evaluate: 1) the guidelines for academic promotion within and across years of the curriculum; and 2) the expectations for professional behavior for students enrolled in the DPT program such that this committee promotes the missions of the College of Applied Health Sciences and the UIC. The mission of this committee is to allow our students to attain the knowledge, skills, and attitudes expected for future practicing physical therapists.

Professionalism

Professionalism embodies a sense of personal integrity, compassion, and a constant awareness of the commitment to the highest standard of competence made to yourself, peers, DPT program faculty and administration, patients, and to the other members of the teams with whom you may work in the future. Students are expected to maintain the professional standards of the DPT program as outlined in the student handbook and clinical education manual. Violation of professional standards is grounds for professional probation. In cases wherein students are not able to successfully remediate unprofessional behavior, unprofessionalism is grounds for dismissal from the DPT program.

The Core Values for the Physical Therapist is a document that outlines core values that guide the behavior of PTs and PTAs to provide the highest quality of physical therapy services. Students should [review the content of the forms](#) as a guide to expected behavior.

Professional Probation

Failure to demonstrate behavior consistent with the UIC and PT Department professional standards will result in a period of "professional probation." Any student who is not in compliance with the professional standards will be brought before the Committee on Student Professionalism and Promotion (CSPP) to determine the terms of probationary status. The CSPP will discuss each individual student and provide supportive terms of probation. The student will also meet with his/her academic advisor to discuss probation and requirements for remediation. A student who is on professional probation is expected to comply with the written probation plan. The following topics describe expectations for professional behavior in the DPT program.

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.

APTA Code of Ethics and Core Values

[Access the Code of Ethics](#)

[Access PT Core Values](#)

Honor Code

The UIC PT Department **Honor Code** can be found in the student handbook folder on the class Blackboard site. You are required to sign this form and upload the signed form to the class blackboard site assignment folder prior to the first day of class.

Violations of Academic Integrity

As an academic community, UIC is committed to providing an environment in which research, learning, and scholarship can flourish and in which all endeavors are guided by academic and professional integrity. All members of the campus community—students, staff, faculty, and administrators—share the responsibility of insuring that these standards are upheld so that such an environment exists. Instances of academic misconduct by students will be handled pursuant to the [Student-Disciplinary-Policy-2020.pdf](#).

Assessments 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 as equivalent to course notes.

Plagiarism / iThenticate

Plagiarism can be either the intended or unintended use of others' words or written work without proper citations or by copying and pasting from an article without citing or quoting. To assist you, we have arranged for each student to have access to iThenticate software to check for plagiarism in your assignments allowing you to correct any oversights in your work before uploading it to blackboard. Please see the UIC library for more information or speak with a librarian if you are not sure how to AVOID PLAGIARISM. [Also access this link](#)

ABSENCES/ATTENDANCE POLICY

There is an expectation that students in the DPT program will always demonstrate professional behavior. Attendance at didactic and laboratory sessions and during clinical education experiences is mandatory. It is the expectation of the faculty that students will also arrive on time and not leave early from any academic or clinical activities.

Students are required to contact the instructor via email, text, or phone call in advance if they are going to be absent or tardy for any reason. An individual instructor may indicate a preferred

method of communication. (See below for specific details regarding excused and unexcused absences and tardiness).

Excused Absences

Definition: Only illnesses, personal or family emergencies, observance of a religious holiday, and/or pre-approved attendance at **only** the APTA Combined Sections or IPTA Annual meetings are classified as excused absences.

Procedure

- Notification should be in the form of an email, text, or phone call to the course director, lecturer, laboratory instructor, and/or clinical instructor.
- The student is required to confirm receipt of the notification of the absence by the appropriate course faculty. This may be in the form of a phone conversation or confirmed reply to a notification email or text. Until notification is confirmed, the absence is not considered communicated.
- In the event of an illness or personal emergency, when at all possible, the student is expected to notify the instructor prior to the start of class.
- In the event a student wishes to request an excused absence for observance of a religious holiday, pre-approved attendance of a personal commitments and/or professional conferences/educational experiences, the student is expected to contact the course director or clinical instructor as early as possible in advance of the planned absence. Such absences are granted at the discretion of the course faculty and are not considered excused without written permission (e.g., an email approval from the course director).
- Supporting documentation may be required in any circumstance for an absence to be deemed "excused."
- Students may be required to complete additional work to compensate for absence(s).
- Requests for deferments of assessments are special cases and are outlined below.

Unexcused Absences

Definition: Any absence that occurs without prior notification and/or written communication.

Procedure:

- No unexcused absences are permitted.
- Unexcused absence(s) may result in a student being reviewed by the Committee on Student Promotion and Professionalism and put on professional probation.
- Students may be required to complete additional work to compensate for unexcused absence(s). This is the decision of the course instructor.

Tardiness

Definition: Arriving to class after the start time of class as listed on the course schedule/syllabus.

Procedure

- Students will NOT be allowed any tardy behaviors
- If a student must arrive late for class (e.g., for a medical appointment) that student must contact the course director to request permission in advance of the class. Permission is granted at the discretion of the course director. Written documentation as to the reason for lateness to class may be requested.
- After permission is obtained from a course director, the student should contact any faculty involved in teaching the session that day to explain the reason for arriving late and inquire as to how one might best enter class to avoid disrupting other students.
- Unexcused tardiness may result in a student being reviewed by the Committee on Student Promotion and Professionalism and put on professional probation.
- Students may be required to complete additional work to compensate for tardy(s) to be determined by the course instructor.

Early Departure from Class

Definition: Leaving class prior to the end time of the class as listed in the course schedule/syllabus.

Procedure

- Students may not leave class prior to being dismissed by the instructor.
- If a student must leave class early (e.g., for a medical appointment) that student must contact the course director to request permission to leave early in advance of the class. Permission is granted at the discretion of the course director. Written documentation as to the reason for an early departure from class may be requested.
- After permission is obtained from a course director, the student should contact any faculty involved in teaching the session that day to explain the reason for leaving class and inquire as to how one might best exit class to avoid disrupting other students.
- Unexcused early departure(s) from class may result in a student being reviewed by the Committee on Student Promotion and Professionalism and put on professional probation.

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 DPT 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 DPT program, while being mindful of their representation of themselves, the PT Department at UIC and the profession of Physical Therapy.

- No shorts, jeans of any type, 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 eyelashes.
- The PT Department will provide a nametag to each student. The nametag should be worn throughout every class, lab, practical exam, or any other student activity within the PT Department. Lost nametags should be reported to the DPT program assistant immediately. Payment for lost nametags is the responsibility of the student.
- Students are required to wear an ID during all clinical experiences (part and full time).

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

COMMUNICATION WITH FACULTY

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, PT Department, college, and UIC 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 within 48 hours of when the communication was sent.

All students should set up their signature on their UIC email to include a professional closing such as sincerely, kind regards, etc. and using the following UIC approved format:

Student Name, SPT
Student Physical Therapist
Department of Physical Therapy
College of Applied Health Sciences
University of Illinois at Chicago

1919 West Taylor Street, Room 455
Chicago, IL 60612
Phone Number
Email Address

USE OF ELECTRONIC DEVICES

Use of electronic devices should be restricted to note taking, in class projects and examinations. Cell phones should be turned to silent or vibrate. In the event of an emergency notify the class

instructor. The use of electronic devices to access social media in class is distracting to you and other class participants.

SOCIAL MEDIA POLICY

Social media networks provide students with an opportunity to network and share knowledge and information. While these networks offer benefit to students, there is a risk of violating confidentiality and privacy, as well as engaging in unprofessional behavior. Students are representatives of the PT Department and the UIC and must follow the APTA Code of Ethics and Core Values when participating in social media. Students may refer to the following professional expectations:

- 1) Always maintain patient privacy and confidentiality. Students may not post or share any patient related information or images. This is a legal and ethical obligation of the student and violations could result in penalties, fines, or jail time according to state and federal laws.
- 2) Professional boundaries with patients, clinical sites, the PT Department, and the UIC must be maintained at all times.
- 3) Social media posts must contain professional and respectful language consistent with the Code of Ethics of the APTA.
- 4) Any observation of deviation from this policy should be brought to the attention of the student's academic adviser.

The actions of students who violate the guidelines above will be reviewed by the CSPP and the student may face disciplinary action including professional probation or dismissal from the DPT program.

WITHDRAWAL AND DISMISSAL POLICIES

Withdrawal From a Class or the DPT Program

<https://registrar.uic.edu/registration/policies-procedures/>
<https://registrar.uic.edu/financial-matters/withdrawal/>

ACTIVITY WAIVER FOR PARTICIPATION IN THE DPT PROGRAM

Each student will be required to sign a yearly participation waiver. These waivers will be posted on the DPT class Blackboard site with deadlines for completion.

STUDENT INCIDENT/ACCIDENT REPORT FORM

In the event of an incident or accident occurring in the classroom students should complete the form found on the class blackboard site.

COURSE AND CURRICULUM EVALUATIONS

Every semester, students can provide feedback on their courses, course instructors, lab assistants, and guest lecturers using online course evaluations. Course evaluations are assigned through a student portal using software called PT Manager. Students will be provided with instructions on how to access the student portal and complete these evaluations. At the conclusion of every academic year, students can evaluate the DPT program curriculum through a series of evaluation questions. These curriculum evaluations are also assigned through the PT Manager student portal, and students are provided with instructions on how to access and complete these evaluations. All evaluations are optional and confidential.

COURSE OVERLOAD: ELECTIVES/CERTIFICATES/ADVISOR SIGN-OFF

DPT students can register for advanced electives in the second year of the DPT program. This provides opportunities for students to pursue areas of special interests including Gender Health, Neuroplasticity and Rehabilitation, Topics in Sports Physical Therapy, PT Management of the Older Adult, Upstream Prevention: Epidemiology, Economics and Policy, Teaching Approaches and Strategies, and the Health and Wellness Academy

The PT Department offers a variety of educational programs to meet current demands and societal needs. These programs include the DPT program, Post-Professional Certificate programs in Physical Therapy Residency, a Masters in Rehabilitation Sciences, and Graduate Certificates in 1) [Healthy Living Practitioner](#), 2) [Clinical Rehabilitation and Technology Research](#); and 3) [Technology-Based Health Communication and Promotion](#).

PT faculty are members of and contribute to interdepartmental PhD programs in Kinesiology and Nutrition and Rehabilitation Science. These educational programs are designed to train exceptional practitioners/clinicians, researchers, educators, and scholars.

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 (term 1) with a complete due date of December 15th of the final Fall term (term 7). Within the portfolio guidelines specific submission deadlines are outlined. Each class has a portfolio blackboard site to upload required documents.

Students are expected to meet with their advisors each semester to demonstrate progress toward the completion of the portfolio. Any student who does not complete all portfolio requirements by the due date will not be allowed to graduate. Each class will have a dedicated Black Board Site, the portfolio handbook can be found at that site and all required portfolio signoff forms should be uploaded to that site.

NATIONAL PHYSICAL THERAPY EXAMINATION (NPTE)

The National Physical Therapy Examination (NPTE) is an examination created by the [Federation of State Boards of Physical Therapy](#) and tests your competence to practice as a licensed physical therapist. To be eligible for licensure in any US jurisdiction, one must receive a passing score on the NPTE and meet the specific requirements in the state/s in which they are seeking licensure.

The process of applying for physical therapy licensure through examination is the responsibility of the student. Information regarding NPTE preparation will be posted on class blackboard site during the 6th term of the DPT program.

DPT FACULTY PRACTICE

The UIC [Faculty Practice](#) serves as an educational hub for both patients and students. Our clinical faculty team provide skilled physical therapy examination, diagnosis and treatment for patients recovering from numerous orthopaedic conditions. The Faculty Practice is also the

home for our Orthopaedic and Sports Residency programs. Additionally, we offer cardiac rehabilitation services, exercise stress testing and nutritional counseling.

Physical therapy students are encouraged to shadow any of our providers at any time to further enhance your clinical exposure while at UIC.

PT DEPARTMENT POLICIES AND INFORMATION

Access to PT Department Resources

The PT 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 5th floor. The computer lab is open to physical 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 PT 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 PT 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.

Clinical equipment (assistive devices, wheelchairs, testing equipment, etc.) is stored in the laboratory classrooms. Students may use this equipment for practicing clinical skills. Any use of the PT Department resources should be made responsibly. Any malfunctioning or broken equipment should be immediately reported to a faculty member or one of the student workers to prevent accidents or injury. Equipment must remain in the laboratory spaces.

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.

Student Lounges and Building Access [More information at this link](#)

Student Certifications

Students are required to maintain certification in CPR (cardiopulmonary resuscitation) for Health Care Providers, current immunization records including yearly TB testing, and certification of HIPAA (Health Information Portability and Accountability) training. HIPAA training certification is arranged through the PT Department. All other certifications and immunizations are the responsibility of the student and should be completed within the first month of entering the DPT 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).

Class Cancellation

“UIC’s [Emergency Notification System \(ENS\)](#) is referred to as UIC ALERT. If there is an emergency, a weather-related cancellation, or a threat to the campus community, a UIC ALERT will be sent describing the nature of the situation. In a campus emergency, the UIC will use a

variety of communication methods to reach you. UIC ALERT will deliver messages to some or all of the following channels: text message, email, UIC.edu, emergency.uic.edu, Twitter (@UICNews), Facebook (@UIC.edu), and digital signage on campus.”

PT Department Diversity Committee and Website

The PT Department [Diversity and Inclusion Advisory Committee](#) was established in the fall of 2020 by the PT Department, to recommend practices and initiatives that promote a culture of diversity, equity, and inclusion across the department. This committee comprises of 6 diverse members from the PT Department: three faculty, one staff member, and two students.

The committee meets monthly and as necessary. The Diversity and Inclusion Advisory Committee is responsible for working with the Head of the PT Department to adopt specific anti-racist policies and to commit to listening, learning, speaking out, and acting against systemic racism that exists within our institution, colleges, classrooms, curricula, labs, clinics, and processes. These include faculty and student recruitment, faculty and student retention and evaluation, and initiatives that promote diversity and inclusion, so that all faculty and students of color feel welcome and respected and have equal access to opportunities.

Ecological Considerations

Students are responsible for closing windows and turning off air conditioners and lights at the end of each day. The UIC encourages recycling. Please participate by using the appropriate receptacles for trash, paper and bottles that can be found in the hallways. A receptacle for used batteries can be found in the copy room.

Email Communications

The UIC and the PT Department use listservs to communicate important information with students, faculty, and staff. As a student in the DPT program, you are responsible for the content of these communications and should read each communication to determine if there is an associated action that applies to you.

Housekeeping

Students are expected to leave classrooms neat and orderly. Eating is not permitted in the classrooms. Lights and air conditioners should be turned off. Students are responsible for periodically cleaning the refrigerator in Room 445.

Faculty Mailboxes

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

Lockers

Lockers are available for student use in AHSB and CMET (College of Medicine East Tower). These are available on a first come, first served basis. Students must provide their own lock and 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.

Student Addresses

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

STUDENT AWARDS AND SCHOLARSHIPS

UIC AHS/DPT/Graduate Awards

AHS Achievement Award

Award presented at Convocation by each AHS program to outstanding students who are recognized for overall performance and leadership in the College. Awarded to only one student unless there is a tie.

Van Doren Award

An award given in the spring and fall semesters to students in good standing who demonstrate financial need. The W.E. Van Doren Scholarship Fund in the University of Illinois Foundation provides income for scholarships in the field of medicine and related healing arts. The selection of the Van Doren Award is performed at the AHS level. Both DPT and graduate students can apply. May be given to more than one student.

Lillian B. Torrance Award

A gift from an alumnae and benefactor for which use is restricted to scholarships that must be applied to cover tuition and fees for students in the Departments of Biomedical Visualization, Occupational Therapy, and Physical Therapy, who have expressed an interest in rehabilitative activities or studies. Both DPT and graduate students can apply for this award. May be given to more than one student.

Scalzitti Scholarship

The Scalzitti Scholarship is funded through the generosity of alumnus, David Scalzitti, who received three degrees from the UIC College of Applied Health Sciences. These include a BS in Physical Therapy ('87), MS in Kinesiology ('94), and Ph.D. in Disability Studies ('08). Dr. Scalzitti spent 11 years working at the American Physical Therapy Association (APTA) as the associate director for research and is now an assistant professor in the PT Department and Health Care Sciences at The George Washington University. Enrolled ***undergraduate, graduate, or professional degree-seeking students in the College of Applied Health Sciences*** at UIC are eligible to apply for the Scalzitti Scholarship.

PT Department Student Awards

The Donna K. Roach Award

The Donna K Roach award is periodically awarded from funds provided as a gift from an alumna and benefactor to provide support for the professional development of meritorious ***doctoral students in the PT Department***. Professional Development should be aligned with the department's mission and vision in the areas of research, education, and community service. Merit is defined as evidence of excellence and leadership in one or more of these areas. Need is a secondary consideration.

Department of Physical Therapy Academic Achievement Award

This award is given to the third-year ***doctoral students in the PT Department*** for outstanding academic performance throughout their three years in the program. Awarded to only one

student unless there is a tie.

APTA Student Awards

Mary Mc Millan Scholarship Award

An annual award given by the APTA to PT students that are within 12 months of graduation to acknowledge and honor outstanding physical therapy students who are nearing the completion of their respective program of study.

IPTA Outstanding Student Award

An annual award is given by the APTA to PT students that are within 12 months of graduation to acknowledge and honor outstanding physical therapy students who are nearing the completion of their respective program of study.

Minority Scholarship Award

An annual award offered to minority physical therapist students by the Physical Therapy Fund, a non-profit 501(c)(3) organization supported by the American Physical Therapy Association (APTA).

The faculty will make recommendations for awards requiring nominations and will send the names of the nominees to the awards committee to finalize candidates and solicit a faculty vote. For some awards students are responsible for making an independent application. The Awards Committee will be responsible for dissemination of the award application instructions and for collecting and evaluating the applications. They will recommend nominees for a faculty vote for final selection of the awardee(s).

THIRD PARTY STUDENT INFORMATION & RECRUITMENT

The PT Department does not evaluate offers made to students in the DPT program. It is the policy of the PT Department not to release the names of students and graduates. The PT Department will provide students with information on behalf of correspondents as it relates to scholarships, job fairs, employment etc., by emailing the information to the class listserv.

STUDENT MEETINGS

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

STUDENT MAILBOXES

Student mailboxes are 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 mailbox. It is recommended that students check their mailboxes daily.

FACULTY OFFICE HOURS

Faculty office hours are individual to each faculty member and are included in the course syllabus or posted on their office door.

STUDENT WORKER, ELECTED CLASS REPRESENTATIVES, AND PT DEPARTMENT COMMITTEE POSITIONS

Student Worker Positions

The PT Department hires DPT students to serve in the Student Worker positions for a one-year period. Two student workers are hired in the DPT program and two student workers in the Faculty Practice. Knowledge of Microsoft Office Suite and strong organizational skills are a plus. A call will go out in Spring for applications from students who are completing the first year of the DPT program.

Student Worker responsibilities in the DPT program include: DPT and clinical education program support, assistance with admissions, applicant open house, student orientation, classroom organization, equipment inventory and other departmental tasks as needed.

Student Worker responsibilities in the Faculty Practice include coordinating volunteers (scheduling, orientation to the clinic, etc.), ordering supplies, administrative support and working as a rehab tech as needed.

The workload at both locations varies from 8 – 10 hours per week for each student worker. However, your schedule can be adjusted during the weeks when exams are scheduled and/or projects are due.

Elected Class Positions

DPT Program Representatives to the Illinois Physical Therapy Associations

Two students are elected to serve as representatives to the IPTA. Roles include the following:

- Participation in SSIG Leadership meetings.
- Serving as their school's representatives during the Annual Assembly of Representatives. This is a wonderful opportunity for students to participate in governance of the IPTA, as well as learn about current and potential issues and initiatives that the Assembly will be addressing.
- Promoting school spirit! Share the many accolades and upcoming events to be included in our SSIG newsletter – that goes out to our over 900 student members each month!
- Emphasizing change and voicing their opinion for the betterment of the profession. The IPTA gives students an opportunity to voice their opinion and promote change for different aspects of the profession. Ideally, the student representatives will relay information from meetings, newsletters, as well as their own ideas to their colleagues to provide a networking type of opportunity. We look to hear the opinions of different programs via the student representatives and discuss and implement these opinions to have representation from numerous PT and PTA programs.
- Relaying questions of students from their programs. Student representatives provide a great opportunity for their classmates to relay questions that they may have regarding the profession. These questions drive conversation at the meetings, which provide potential opportunities and ideas for future events and newsletter topics.

The Diversity and Inclusion Advisory Committee Class Representatives

The Diversity and Inclusion Advisory Committee includes two students from the first, second or third year DPT cohorts. These students are elected by their peers and serve for a one-year

period, with the possibility of re-election for a second term. Individuals who join this committee can work with faculty and staff to promote initiatives that value diversity and inclusion.

Class Representatives

Two students will be elected by their peers in the Fall of the first year to serve as class representatives. These students will act as liaisons between the faculty and the students to discuss matters pertaining to the curriculum.

Student Committee on Professionalism (SCP)

The Student Committee on Professionalism will regularly report to the CSPP on matters pertaining to professionalism in the DPT program. Two students will be elected by their peers in the Fall of the first year to serve on the SCP.

STUDENT ID CARDS / ACCESS CARDS

Student ID

UIC i-cards are issued by the ID Center. Typically, new student orientation includes a scheduled visit to the ID Center to have ID photos taken and receive an i-card. Students need to present a current passport, driver's license, or state ID – and be registered for classes. When campus guidelines for social distancing preclude onsite orientation and/or group appointments at the ID Center, students will be notified of an alternate process.

For instructions on replacing a lost ID or for more information about the ID Center see <https://idcenter.uic.edu/>.

Hospital ID

UI Hospital IDs are issued to new students in the first semester. The IDs are generated using i-card photos and delivered to the PT Department to distribute to students. To replace a lost UI Hospital ID, contact the academic program coordinator for instruction.

WAIVERS, PHOTO AND VIDEO RELEASES

Waivers or releases will be posted on your class Black Board site. You will receive emails requesting you complete any necessary waivers or consents and upload them to the Black Board by a specific date and time.

MISSION TRIPS

Mission trips outside the country are not approved unless sponsored by the UIC.

WHITE COAT CEREMONY AND COMMENCEMENT

White Coat Ceremony

At the end of your second year, before leaving for CE II, you will have a white coat and pinning ceremony. The purpose of this ceremony is to mark your transition from the academic to the clinical portion of your education. It is also an opportunity to bring you together with your family to celebrate this transition.

Graduation and Commencement [Graduation Information](#) and [Commencement](#)

During late fall and Spring of your final year, you will receive information about graduation. You must declare your intent to graduate by February of your final term. Please look for these emails from the college and the UIC and complete the required tasks to ensure everything needed for graduation is completed in a timely manner and your name is reflected on the list of graduates.

UNIVERSITY AND COLLEGE INFORMATION

Diversity Statement [Access statement here](#)

Nondiscrimination Statement

UIC Nondiscrimination Statement

“The commitment of the University of Illinois System 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 System will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, order of protection status, genetic information, disability, pregnancy, 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 programs and activities of the University of Illinois System. 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.”

Approved by: Committee on Policy

Approval date: March 9, 2017

Approved as: Updated policy (Updates University of Illinois Nondiscrimination Statement, Revised June 10, 2010)

Sexual Harassment Policy [Access the site](#)

“UIC is committed to providing an educational and work environment that is free from all forms of sex discrimination, sexual violence, and sexual and gender-based harassment (collectively referred to as “sexual misconduct”). UIC prohibits and will not tolerate sexual misconduct of or by students, employees, patients, or visitors. UIC will take prompt and fair action to eliminate such conduct, prevent its recurrence, and remedy its effects through interim protective measures and accommodations, equitable investigations, and disciplinary processes. Employees and students in violation of this policy may face sanctions up to and including termination or expulsion. The Office for Access and Equity, through its Title IX Coordinator, has

the authority to conduct investigations, to determine when there have been violations of this policy based on the standard of preponderance of evidence, and then make recommendations in accordance with the relevant UIC policies for students, employees, patients, or visitors. UIC encourages good faith reports of sexual misconduct and prohibits retaliation against any person who reports sexual misconduct and/or who participates in a Title IX investigation or resultant disciplinary process.

All employees are considered as “Responsible Employees” with the authority and responsibility to report Sexual Misconduct to University Officials. Employees who are exempted from this reporting requirement are professional or pastoral counselors who provide work-related mental-health counseling, campus advocates who provide confidential victim assistance, and employees who are otherwise prohibited by law from disclosing information received while providing professional care and treatment.

The PDF version [of UIC's Comprehensive Policy regarding Dating Violence, Domestic Violence, Stalking and Sexual Assault](#) is available for viewing or downloading.”

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

Religious Observance Policy [Calendar of Religious Holidays](#)

The faculty of the UIC 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 members 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.

Office of the Registrar [Access this link](#)

The PT Department emails registration details to students before each term. Students are expected to register promptly. Late fees are charged to student accounts as applicable by the registrar.

Registration for summer and fall opens by early April. Spring registration opens in early November. Students access the registration system via their [myUIC portal](#) (If the webpage does not load, please copy, and paste the link into the browser address bar <https://my.uic.edu/uPortal/f/welcome/normal/render.uP>).

Tuition and fee charges for fall and spring terms are billed in September and February, respectively. Summer term charges are billed in June and/or July depending on enrollment. See the [Financial Matters webpage](#) for more information.

[Add/drop and other related policies](#)

[Academic withdrawal](#)

Textbooks and Course Materials

Students will be provided with a list of textbooks and course materials to purchase prior to the start of each term. Students are expected to obtain the required materials for each course.

Financial Clearance

Students are responsible for ensuring that they are in good financial standing with the UIC, that is that all tuition payments are up to date. The UIC will not permit registration when outstanding balances are overdue.

Accessing Your Grades [Access Grades here](#)

Student's Right to Inspect or Review Education Records

[Student Record Policy](#)

UIC Students have the right to physically review their own Education Records in the presence of a designated UIC representative. Where necessary and reasonable, an explanation and interpretation of the record will be provided by qualified UIC 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 UIC 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.

Grievance Procedures

Student Academic Grievance Procedures [Student Grievance Policy](#)

Students may seek resolution of complaints or grievances regarding academic standing during their enrollment at UIC in accordance with the UIC Grievance Policies.

Public Formal Grievance Procedures [Public Grievance Information](#)

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

ACCREDITATION AND PROFESSIONAL ORGANIZATIONS

Accreditation Status

The DPT program at the UIC is accredited by the Commission on Accreditation in Physical Therapy Education ([CAPTE](#)), 3030 Potomac Ave., Suite 100, Alexandria, VA, 22305-3085; Telephone: 703-706-3245; Email: accreditation@apta.org;

To contact the DPT program/institution directly, please call 312-996-7783 or email mhrose@uic.edu.

Physical therapist education at UIC has been continuously accredited by CAPTE since 1973. The DPT program is the only program accredited by CAPTE that is offered by the PT Department. CAPTE conducted a review of the DPT program in 2017, at which time the program received full (10 year) accreditation until 2027.

CAPTE Description

“The Commission on Accreditation in Physical Therapy Education (CAPTE) is an accrediting agency that is nationally recognized by the US Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). CAPTE grants specialized accreditation status to qualified entry-level education programs for physical therapists and physical therapist assistants.”

Complaints Related to Standards or Policies of the CAPTE Accrediting Body

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 an action only when it believes that practices or conditions indicate that the program may not comply 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 obtained 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

3030 Potomac Ave., Suite 100, Alexandria, VA, 22305-3085; Telephone: 703-706-3245;

Email: accreditation@apta.org

CAPTE website: www.capteonline.org

Information about filing a complaint with CAPTE is available on the [CAPTE website](#).

American Physical Therapy Association [APTA](#) Membership

The PT Department encourages student membership of the APTA. Benefits of APTA Membership include the following:

- Unlimited access to APTA resources including access to full text research and articles, PT Journal, and APTA Magazine.
- Discounts on APTA products and services included discounted registration fees for national conferences
- Free and discounted CEU (Continuing Education Units) courses through the APTA Learning Center

- APTA Advocacy Network
- Networking opportunities through involvement in your state chapter, special interest groups, and sections or academies.
- Tax deduction!

STUDENT RESOURCES

A comprehensive list of UIC Student Resources can be found at:

<https://today.uic.edu/uic-resource-guide>

Bookstore

<https://www.bkstr.com/uicbookstore/home>

Student Center West, 828 S. Wolcott, (312) 413-5550

Campus Security

<https://police.uic.edu/>

5-5555 (from a campus phone) or (312) 355-5555 (from your cell phone)

The telephone number of the UIC Police Department is 996-2830.

Counseling Center

<https://counseling.uic.edu/>

Financial Aid Office

[Financial Aid Office](#) 1800 Student Services building, 1200 W. Harrison St., Chicago, IL 60607; (312) 996-3126 Information on financial aid, FAFSA applications, lists answers to frequently asked questions, UIC scholarships, links to other financial aid websites and scholarship search engines

Libraries

Library of Health Sciences

1750 W. Polk

312-413-0403

<https://library.uic.edu/libraries/lhs-chicago>

Amelia Brunskill - Assistant Professor

Information Services Liaison to the AHS College Students and Faculty

Abrunsk2@uic.edu

Richard J. Daley Library

801 S. Morgan 312-996-2726

<https://library.uic.edu/libraries/daley>

Minorities in Healthcare Mentorship Program

This [program](#) works to encourage students of color to pursue careers in health care and to support their academic success. This program was started by two DPT alumni and they welcome participation from students in the DPT program.

Parking

Office of <http://www.uic.edu/depts/avcad/parking>

Administration Office: 1100 S. Wood Street, Chicago, IL 60612; parking@uic.edu

Service Offices: 217 SRH (312) 413-5850; 2620 Student Services Bldg. (312) 413-9020; 122 WSPS (312) 413-5800. Information on parking applications, assignments, cash lots, rates, and special services for special needs.

Sport and Fitness Center

https://recreation.uic.edu/facilities/facility_sfc/

The Writing Center

<https://writingcenter.uic.edu/>

105 Grant Hall, (312) 413-2206

University Student Handbook

Additional information regarding UIC policies and procedures can be found at [University Student Handbook](#). However, DPT students are responsible for all information, policies, and procedures in the DPT specific student handbook.

Urban Health Program

The Urban Health Program serves to further the mission of the College of Applied Health Sciences through its focus on healthcare in the urban environment and its promotion of professional development activities. The Urban Health Program is dedicated to enhancing students' experience and appreciation of cultural differences and circumstances and how they impact healthcare delivery and contribute to health disparities.

[Urban Health Program](#)