

UNIVERSITY OF MICHIGAN - FLINT
School of Health Professions and Studies
Physical Therapy Department

Professional Conduct Policy and Procedure for PTD Professional Programs

Physical therapists should be consistently aware that the physical therapy profession is judged in part by the social and business conduct of its members. Students who enroll in the post-professional education programs within the Physical Therapy Department (PTD) agree to comply with certain obligations and responsibilities. As such, students admitted to the PTD post-professional programs are expected to observe approved standards of professional conduct, some of which relate to ethical principles and others which relate to expected behavior. The Professional Conduct Policy and Procedure is built on the premise that students uphold and conduct themselves at all times in a manner which demonstrates appropriate professional conduct with regard to the Core Values of the American Physical Therapy Association (APTA)(BOD P05-04-02-03): 1) accountability, 2) altruism, 3) compassion/caring, 4) excellence, 5) integrity, 6) professional duty, and 7) social responsibility emphasizing honesty, ethics, and sound professional behavior as they support others in maintaining these same values. The same personal integrity that prevents students from acting dishonorably or unprofessionally compels them to do something about unethical behavior that they observe in others. In the PTD collegial model, physical therapy faculty and students collectively have responsibility to uphold the standards of academic integrity, professional integrity, and accountability. The expectation for high standards of behavior applies for PTD students in all settings. Physical therapy students should conduct themselves, in all situations, in a manner that reflects positively on the University, faculty, staff, profession, classmates, and on themselves.

This document describes the professional conduct policy and procedures, including the expectations for professional conduct and the responses to violations of professional conduct by students enrolled in post-professional programs in the PTD. The Professional Conduct Policy and Procedure covers all students' nonacademic and extracurricular activities including use of electronic media¹, whether these activities take place on or off campus and whether or not they are affiliated with, sponsored by, or sanctioned by the PTD, including work and optional advanced practicum courses.

1.0 PROFESSIONAL CONDUCT IN ACADEMIC AND NON-ACADEMIC SETTINGS

1.1 Definitions and Explanations of Conduct

1.1.1 Academic Integrity

The PTD faculty adopts by reference the University of Michigan-Flint policy on Academic Integrity, UM-F current catalog.

Students may not deceive for the purpose of individual gain for themselves or

¹ Electronic media includes, but is not limited to: cell phones, iphones, Blackberries, social networking pages, and web pages.

another person. Such deception indicates that the student is not prepared to undertake the responsibilities of professional practice. Such deception may include, but is not limited to the following:

1.1.1.1 Plagiarism: taking credit for someone else's work or ideas, submitting a piece of work (for example an essay, research paper, assignment, laboratory report) which in part or in whole is not entirely the student's own work without fully and accurately attributing those same portions to their correct source.

1.1.1.2 Cheating: using unauthorized notes; study aids; old exams, quizzes or assignments; or information from another student or student's paper on an examination or assignment; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work, then submitting the work under one's own name.

1.1.1.2.1 The student is to presume that the quiz/examination/assignment is to be done independently without input from other students unless explicitly stated on a test or assignment that collaboration is allowed.

1.1.1.2.1.1 While taking any form of examination, a student is not permitted to ask another student for clarification on exam questions or instructions. Likewise a student who provides another student any information during an examination is assumed to be aiding and abetting the other student.

1.1.1.2.1.2 Conversing or using electronic media during any form of examination to anyone other than the course instructor is strictly prohibited

1.1.1.3 Fabrication: fabricating data; selectively reporting or omitting conflicting data for deceptive purposes; presenting data in a piece of work when the data were not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data; failing to include

a substantially accurate account of the method by which the data were gathered or collected.

1.1.1.4 Aiding and Abetting Dishonesty: providing material or information to another person when it should reasonably be expected that such action could result in the other student using these materials or information for an examination or assignment which was to be performed independent of other students.

1.1.1.4.1. Providing another student with information regarding the content or focus of written or practical examinations before the receiving student has completed the examination is considered a violation of this policy.

1.1.1.5 Misrepresentation and Other Acts of Academic Dishonesty: fraudulently obtaining and/or using academic materials that would give oneself an unfair advantage over other students or would deceive the person evaluating one's academic performance.

1.1.2 Deception for the purpose of individual gain for themselves or another person violates the principles of integrity and accountability. Acts of deception indicate that the student is not prepared to undertake the responsibilities of professional practice. In addition to the Students' Responsibilities stated in the University of Michigan-Flint catalog under the Student Rights Policy, the following activities are prohibited. Examples for each item listed below are not intended to be all-inclusive.

1.1.2.1 Falsification of Records and Official Documents: altering documents affecting academic records; forging a signature of authorization or falsifying or omitting necessary information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established department, school, or university academic regulation; falsification or unauthorized altering of information in any official academic computer file.

1.1.2.2 Identity Theft: assuming another person's identity or role through deception or without proper authorization. Communicating or acting under the guise, name, identification, email address, signature, or indicia of another person without proper authorization or communicating under the rubric of an organization, entity, or unit that you do not have authority to represent.

1.1.3 Misuse of Community Assets Including:

1.1.3.1 Employing community assets in any activity that constitutes an attempted

violation of any department, school, or university policy, procedure, guideline or rule.

1.1.3.2 Using such assets for personal gain such as generating personal income through consulting activities.

1.1.4 Disruptive Conduct:

1.1.4.1 Includes obstructing or disrupting classes, research projects, talks or other presentations, or other activities or programs of the school or other parts of the University

1.1.4.2 Includes obstructing access to department community assets or to similar resources in other parts of the University

1.1.4.3 Excludes any behavior protected by the university's policy on "Freedom of Speech and Artistic Expression" (University of Michigan Standard Practice Guide 601.1).

1.1.5 Harassment: including not only sexual harassment, but also hazing, stalking, repeatedly sending e-mails, making derogatory statements on social networking pages or other electronic media, making phone calls or transmitting documents that are uninvited and unwanted, making threats, and any other wrongful conduct that seriously interferes with the work or study of any member of the physical therapy department community, guest or any person with whom the offender is interacting in connection with any department program or activity. The university's definition of sexual harassment can be found in the Student Rights Policy in the UM-Flint catalog.

1.2 Student Expectations for Conduct With Regard To Personal Behavior In Educational and Professional Settings. Students are expected to:

1.2.1 Comply with Federal and State of Michigan laws or the state in which you are licensed and regulations related to licensure and professional practice (e.g. HIPAA).

1.2.2 Comply with the University of Michigan-Flint students' responsibilities specified in the Student Rights Policy found in the University of Michigan-Flint catalog.

1.2.3 Comply with the policies, procedures, and guidelines established by the School of Health Professions and Studies, the Physical Therapy Department, and the Physical Therapy Program in which they are enrolled. In addition, students are responsible for being informed of the policies, procedures, and guidelines that govern their Physical Therapy Program and all updates.

1.2.3.1 As a condition of enrollment to sign the required PT Department Policy, Procedures, and Guidelines Compliance Form.

1.2.4 Conduct themselves in strict compliance with the APTA Code of Ethics, Standards for Practice, Guidelines for Professional Conduct, and Core Values. Should any conflict exist between these documents, due to differences in integration or subsequent modification, the APTA Code of Ethics takes precedence. Students receive the above documents within the first semester of the t-DPT program.

- 1.2.5 Comply with the required non-discrimination policies of the University and avoid any conduct that is discriminatory or harassing.
- 1.2.6 Demonstrate the highest concepts of honor and personal integrity.
- 1.2.7 Undertake the study of physical therapy with good intent. Students are obligated to develop to their maximum potential knowledge, skill and attitudes, as described in the Professional Socialization and Development Policy and Procedure, to equip them to meet the needs of the clients / patients they will serve.
- 1.3 In all learning experiences in educational and professional settings, students will exhibit courtesy and respect for instructors, staff and other students. Students are expected to show respect for others.
- 1.4 Violations Related to Implementation of the Professional Conduct Policy and Procedure:
 - 1.4.1 Retaliation: retaliating against administrative staff, faculty, or student colleagues because of their participation in the Professional Conduct process.
 - 1.4.2 False Accusations: making false accusations regarding professional conduct of administrative staff, faculty, or student colleagues.
 - 1.4.3 Failure to Participate in Professional Conduct Process: failing to participate in the professional conduct process in both a timely and professionally accountable manner. Specifically, failure to comply with requests of the professional conduct investigators, Professional Conduct Hearing Committee, PTD Director, SHPS Student Appeals Committee or SHPS Dean.
 - 1.4.4 Violation of Confidentiality in Professional Conduct Process: intentionally violating the confidentiality of the professional conduct process or student record for the purpose of contributing to the deception of anyone in the physical therapy or university community.
- 1.5 In the collegial model, the physical therapy faculty and students collectively have responsibility to uphold the standards of academic integrity. This is not only a matter of ethical behavior, but also of public safety since students who have violated the standards of academic integrity potentially lack necessary knowledge to safely and effectively treat physical therapy patients. Therefore, violations of academic integrity standards are considered very serious matters.
- 1.6 Lack of knowledge and understanding of laws, policies, procedures, or guidelines that govern a student's academic and professional conduct is not an acceptable defense to a charge that the student has violated this policy or the Academic Standards Policy and Procedure.

2.0 ATTENDANCE

The requirement for attendance in course offerings such as synchronous learning experiences, chats and online advising is based upon professional realities and expectations in the educational model employed in the Physical Therapy department. The faculty, therefore, is responsible for ensuring that graduates of the program participate fully

in the educational experiences of the program to maximize each graduate's effectiveness as a physical therapist.

The curriculum often requires student active engagement and student initiated learning experiences as important elements of the instructional process. Students give to as well as take from the richness of the curriculum. Therefore, student lateness or absence markedly diminishes the effectiveness of instructional efforts for both themselves and their classmates. To foster accountability as an essential, professional responsibility and to ensure that a student's record reflects accurate attendance trends for recommendations sought for employment, education, or other purposes, records of attendance will be kept in the student's file. The following additional specific rules, regulations, guidelines and remedies follow from professional requirements for responsibility, self regulation and accountability.

2.1 The requirements for student attendance are set by individual instructors as necessary and appropriate for courses for which they have been assigned instructional responsibility. Attendance requirements for the course are stated on the first day and will appear in writing as part of the course pack if a course pack is provided. For courses in which attendance is not mandatory, it is still necessary to notify the department of your delay or absence. All class times listed in the course pack are considered scheduled classes. Repeated absences as defined in the course pack will be considered a violation of the Professional Conduct Policy and Procedure.

2.2 For absences of a short duration (parts of a day up to 2 days) or unanticipated significant tardiness whether it be for physical therapy online classes or required non-physical therapy online classes in other departments, the student is required to inform the Physical Therapy Department by reporting their absence by phone or email to the Student Services Administrative Assistant on the day beginning their absence. The student is to indicate: 1) he/she will not be present, 2) the extent of the absence if known and 3) reasons or explanation. The term "personal reasons" will be considered necessary and sufficient if it is not used on multiple occasions to explain excessive absence or lateness to online meetings. The online instructor will record the information regarding the absence. At the end of the month, occurrences are recorded on an individual student attendance sheet which is housed in the student file. If a student has more than 3 occurrences in one month, the director of the post-professional program will be informed and will request the student advisor to meet with the student and determine if further action is required.

2.3 For planned absences of a prolonged nature during the:

2.3.1 Didactic portion of the program, the student must first consult with the t-DPT Program Director. Extended absences are authorized at the discretion of the faculty and generally only in the case of commitments made before entering the program, personal illness requiring care, death or illness in the immediate family or judicial matters requiring student presence or other similar circumstances. Should a student be unable to attend scheduled classes, he/she is required to notify each instructor involved as much in advance as possible in order to facilitate the restructuring of class learning experience and/or remediation of any anticipated student deficiencies.

2.3.2 For extended absences or restrictions due to a medical condition, students must submit a letter to the Director of the t-DPT Program from their physician indicating

any restrictions. The physician letter should include: diagnosis, specific restrictions, and estimated duration of restrictions.

- 2.3.3 In order to clear previously established medical restrictions, a letter from the physician must be submitted to the Director of the t-DPT Program. The letter must include the date the restrictions are removed, the physician name, clinic, clinic address, and phone number.
- 2.4 In the extreme case that a student cannot inform a PT Department staff member regarding lateness or absence, it is acceptable for another student, family member, or a designated proxy to act on the student's behalf. However, it remains the student's responsibility to assure that he/she complies with provisions of the policy and procedure.
- 2.5 Inability to attend rescheduled classes in non-regular class times must be discussed with the course instructor.
- 2.6 Students are cautioned that extensive tardiness and multiple unplanned and unexplained absences will be noted by instructors and may influence grades and future employer references, as well as lead to violation of the professional conduct policy. Instructors are especially sensitive to unexplained absences which occur prior to major examinations or prior to or immediately after recesses or holidays.
- 2.7 For all absences, students are responsible to seek out their course instructors in a timely manner to determine how to make-up any missed assignments or examinations.
- 2.8 Students are expected to attend regularly scheduled class meetings.
- 2.9 Students are expected to attend specially scheduled meetings with the Physical Therapy t-DPT Program Director or his/her designee. Exceptions may be granted by the Director or his/her designee in special circumstances.

3.0 REPORTING PROCEDURE

Inability to abide by the policies and procedures in this document indicates that a student lacks sufficient maturity, stability, dedication or control of his/her conduct to practice physical therapy in an accountable manner.

- 3.1 Any reasonable suspicion of a student's violation of this policy and procedure observed by a fellow student is required to be reported promptly to the course instructor or to the observing student's faculty advisor. The report should be in writing on the Professional Conduct Incident Report form unless the urgency of the matter warrants an immediate oral report. In this case, the observer should follow up with a written report of the event within 24 hours.
- 3.2 Anyone reporting a suspected violation may request anonymity to the extent feasible given the necessary investigation procedures.
- 3.3 Failure by any student to report legitimate suspicions of violations will be viewed as nonconformance with the APTA Core Values of accountability, integrity, professional

duty, and social responsibility.

4.0 PROFESSIONAL CONDUCT POLICY ACCOUNTABILITY PROCEDURES

4.1 Student Orientation. Students are informed of the Professional Conduct Policy and Procedure as part of their orientation to the post-professional t-DPT program and in the orientation to Advanced Practicum Courses. This orientation will include information regarding treatment of violations of the policy.

4.2 The PTD Professional Conduct Committee:

4.2.1 Operates to make determinations in reported violations of professional conduct by students.

4.2.2 Is constituted with the following membership:

4.2.2.1 A quorum of Physical Therapy Department faculty with the exception of the Director.

4.2.2.2 Two students, one in their first year of study and one in their second year of study in the t-DPT Program will be appointed to the committee.

4.2.2.2.1 Students are appointed by the Director for one year terms from January 1 – December 31.

4.2.2.2.2 Only the student who is not a classmate of the student for whom the hearing was called will participate in the hearing.

4.2.2.2.3 The student serving on a case is not permitted to divulge any information about the case to other students, family, or community members.

4.2.2.3 One of the Associate Directors of Physical Therapy will serve as the chair of the committee.

4.3 Attempts. An attempt to commit an act prohibited by this code may be punished to the same extent as a completed violation.

4.4 Notice of Violations (see Appendix 1 for flow chart of process). Any faculty, staff, or student who becomes aware of a violation of the Professional Conduct Policy and Procedure for PTD Professional Programs will promptly inform the student of the violation and provide guidance to the student with regard to approaches to remediate the difficulty.

4.4.1 All violations of this policy and procedure will be logged by the involved faculty, staff, or student into the student file within 48 hours of the event using the Professional Conduct Incident Report and Plan (see Appendix 2), even if the violations are minor. The form documents a brief description of the incident, a statement from the student that he/she accepts responsibility if there is a warranted violation, and a description of how the student plans to correct the

violation.

4.4.2 The faculty, staff, or student filing the report will then notify the chair of the PTD Professional Conduct Committee within 24 hours of submission of the Incident Report.

4.5 The Chair of the Professional Conduct Committee will determine if a preliminary investigation is necessary. If the incident has been adequately resolved, the Chair of the Committee will submit a note to the student indicating that no further investigation of the incident will occur unless additional evidence is subsequently presented. Copies of the letter will go to the student file with notification to the faculty advisor and Director. The Chair will also notify the originator of the report that the professional conduct investigation process has been initiated.

4.6 Preliminary Investigation. A preliminary investigation will be conducted within 4 working days of determination by the Chair of the Physical Therapy Department Professional Conduct Committee that an investigation is necessary.

4.6.1 The preliminary investigation will be conducted by a PTD faculty member who is not involved in the case and the student committee representative who is in the same program, but not a classmate of the involved student.

4.6.1.1 The PTD Professional Conduct Committee Chair is responsible to appoint the preliminary investigators within 24 hours after being notified in writing of the purported violation of professional conduct.

4.6.1.2 The preliminary investigators have 4 working days after being appointed to investigate a case to investigate and make a preliminary recommendation to the chair of the PTD Professional Conduct Committee.

4.6.2 Examples of preliminary investigation include, but are not limited to interviews of the accused student and the person who accused the student.

4.6.3 The investigators will submit their findings in writing to the chair of the DPT Professional Conduct Committee. The committee chair in consultation with two other committee members will determine among the following courses of action:

4.6.3.1 The accusation is unwarranted.

4.6.3.1.1 A letter documenting the result of the preliminary investigation will be placed in the student file.

4.6.3.2 The violation is minor and can be readily resolved without a full investigation or hearing.

4.6.3.2.1 This letter must include documentation of how the violation will be resolved and must be signed by both the Chair of the PTD

Professional Conduct Committee and the involved student.

4.6.3.3 A full investigation and hearing are warranted.

4.6.4 Within 24 hours following review of the information from the preliminary investigation, a letter documenting the result of the preliminary investigation will be provided to the student with copies made for the student file, faculty advisor, and program director.

4.7 Full Investigation. If a full investigation is deemed necessary, the student will be notified promptly in writing by the PTD Professional Conduct Committee Chair via certified mail, email, student mailbox, and/or phone call, that a hearing will be scheduled by the Chair within one week of the determination of the outcome of the preliminary investigation. If the chair determines that a longer period of time is needed to thoroughly investigate the case the hearing will be delayed, but must occur no more than three weeks after the determination of the preliminary investigation.

4.7.1 The PTD Professional Conduct Committee Chair and the two investigating members of the committee who reviewed the findings of the preliminary investigation will do further investigation if necessary before the scheduled hearing and submit a written report and any supporting evidence at least 24 hours in advance of the scheduled hearing.

4.7.2 The PTD Professional Conduct Committee Chair will ask the student under investigation to submit to the committee a written statement regarding the accusation and any supporting evidence at least 24 hours in advance of the scheduled hearing. All evidence to support the case must be presented in writing at this time. Evidence submitted after this time will not be considered.

4.7.3 If the student wishes to have witnesses present at the hearing, he/she must submit a list of potential witnesses to the chair of the PTD Professional Conduct Committee at least 48 hours in advance of the scheduled hearing.

4.7.4 If the student wishes to have an advisor at the hearing, he/she must submit the name of the advisor and whether or not the advisor is an attorney to the chair of the PTD Professional Conduct Committee at least 48 hours in advance of the scheduled hearing.

4.7.4.1 The role of a student advisor during the hearing is limited to providing advice directly to the student. The advisor will not be permitted to speak directly to the PTD Professional Conduct Committee or other witnesses.

4.8 Professional Conduct Hearing.

4.8.1 The student will be asked to make a presentation of his/her case to the committee.

4.8.1.1 Only evidence and written statements submitted to the Professional

Conduct Committee Chair 24 hours prior to the hearing will be considered. The committee is best able to make an informed decision only if all evidence pertinent to the case is presented before or during the departmental hearing.

4.8.1.2 The student may have an advisor present during the hearing. The role of an advisor during the hearing is limited to providing advice directly to the student. The advisor will not be permitted to speak directly to the Committee or other witnesses.

4.8.2 The committee will then be allowed to question the student.

4.8.3 Witnesses may testify.

4.8.3.1 Witnesses the accused student invites will testify first.

4.8.3.2 Witnesses the chair invites based on the preliminary investigation will testify second.

4.8.3.3 Committee members may question all witnesses.

4.8.3.4 The accused student may question witnesses invited by the chair of the committee.

4.8.3.5 The chair of the PTD Professional Conduct Committee has the right to limit the number of witnesses if their testimony is expected to be redundant or limit the amount of time provided to witnesses if the information is redundant or irrelevant to the case.

4.8.4 The hearing will be closed to the public and will be audio recorded. A party to the hearing may request a copy of the recording.

4.8.4.1 All recordings of the proceedings will be controlled by the Physical Therapy Department. No court reporters, stenographers, videographers, or similar professionals are permitted without the prior consent of the Physical Therapy Department.

4.8.5 Upon completion of questioning, the accused student will be excused from the hearing and the committee will deliberate in private to determine an outcome.

4.8.5.1 A finding that the accused student is responsible for the alleged violation must be based on the totality of the evidence with the preponderance of the presented evidence supporting the committee's conclusion.

4.8.6 The chair of the committee will prepare a formal letter for the student outlining the charges, evidence supporting the committee's determination, sanction if any, and a reference to the appeal process. The student must be notified of the outcome of the hearing through this letter within one week of the hearing. A copy of this letter will be placed in the student's file.

5.0 POSSIBLE PROFESSIONAL CONDUCT SANCTIONS

The following list of sanctions is not necessarily intended to all inclusive. In some cases, a combination of sanctions may be imposed. Sanctions are effective immediately following student notification of the hearing outcome unless otherwise specified in the letter from the PTD Professional Conduct Committee chair. Possible sanctions include:

- 5.1 Formal Reprimand. Informing the student in writing that he/she has violated the code and that future violations will be dealt with more severely.
- 5.2 Professionalism and Ethics Counseling with the Student's Advisor. A regular schedule of counseling meetings will be arranged with the student's faculty advisor or his/her designee.
- 5.3 Educational Project. Completion of a class, workshop or project to help the student understand why his/her behavior was inappropriate and/or how to avoid a future violation.
- 5.4 Service. Performance of one or more tasks designed to benefit the school or the nearby community and to help the student understand why his/her behavior was inappropriate.
- 5.5 Disciplinary Probation. Designation of a period of time during which the student will not be in good standing with the t-DPT Program. Students not in good standing are restricted from applying for special affiliations and some scholarships.
- 5.6 Transcript Notation. A notation on the student's transcript that a failing grade in a course was related to an academic integrity violation.
- 5.7 Suspension. Temporary removal of a student from the t-DPT Program for a specified or unspecified period, which will be permanently noted on the transcript. There can be stipulated conditions for re-admission to the student's program as well as a time limit for meeting those stipulations.
- 5.8 Withholding a Degree. Withholding of the student's degree until stated sanction requirements have been met. There may be a deadline set for meeting the requirements which, if not met, will result in the student's loss of eligibility to receive the degree at any time in the future.
- 5.9 Expulsion. Permanent dismissal from the program, which will be permanently noted on the student's transcript.
- 5.10 Complaints will be filed with the Physical Therapy licensing board of the state in which the student resides.

6.0 APPEAL PROCESS

- 6.1 The sanctioned student has a right of appeal to the Post-Professional Education Director. The appeal to the Director should be written on the PT Department Professional Conduct Appeal Form. The appeal form must be received by the Director

no later than five business days after the student has received written confirmation of the decision of the Professional Conduct Committee. During the departmental and school appeal processes the student may continue to take classes as long as the student does not present a potential threat to others in the university. However, students will be prohibited from proceeding into any clinical internships (PTP530, PTP564, and PTP631, PTP632, PTP733, PTP734, PTP735, and PTP736) until their appeals are resolved since only students in good standing are permitted to proceed into these courses.

6.1.1 The student must specify the basis for the appeal on the PT Department Professional Conduct Appeal form that is submitted to the Director.

6.1.2 No new evidence is permitted in the appeal process.

6.2 Upon receipt of notification of appeal, the Director will in a timely manner hear the appeal.

6.2.1 During the appeal, the Director will hear comments from:

6.2.1.1 The student if the student requests to be present during the appeal.

6.2.1.1.1 The student may have an advisor present during the appeal. The role of a student advisor during the appeal is limited to providing advice directly to the student. The advisor will not be permitted to speak directly to the Director.

6.2.1.2 A PTD faculty member representative from the Professional Conduct Committee

6.2.1.3 No witnesses will be permitted in the appeal.

6.3 The Director may grant the appeal if any of the following conditions exist:

6.3.1 The decision is in violation of established departmental, school or university policies or procedures.

6.3.2 The decision is clearly prejudicial, grossly inequitable or academically indefensible.

6.4 Following appeal to the PT Department Director, the student may seek further appeal to the Student Appeals Committee of the School of Health Professions and Studies.

6.4.1 If pursuing an appeal at the school level, the student should contact the Dean's Office for a copy of the policy and procedures relative to student appeals.

6.4.2 The decision of the Student Appeals Committee of the School of Health Professions and Studies is final. (Pending approval of the revised SHPS Student Appeals Policy and Procedure)

7.0 RECORD KEEPING AND INFORMATION TRANSMITTAL

7.1 The Chair of the Professional Conduct Committee and the Post-Professional

Education Director shall record essential elements of the process and place them in the student's file in the PT Department.

7.2 In case of an appeal, appropriate records and documentation will be forwarded to the body hearing the appeal.

7.3 Records related to academic discipline of a student are available to that student in their file.

Approved July 21, 2009