

**ADMINISTRATIVE PROCEDURES FOR
PROFESSIONAL DPT STUDENTS**

COMPUTER PRINTING	Open computer lab 3174 WSW
COURSE WAIVER REQUEST	A student may request a waiver for a specific course. See Guidelines for Acceptance of Previous Course Work in Partial Fulfillment of Requirements for Professional DPT.
GRADUATION	In order for students to graduate from the University of Michigan – Flint, they must submit an application for graduation on or before the posted deadline (deadlines are posted in the Schedule of Classes). See http://www.umflint.edu/registrar/graduation_comencement.htm .
HEALTH INSURANCE	Students must provide evidence of current health insurance coverage. See Health Care Policy and Procedure.
LICENSURE	The Physical Therapy Department will mail to you at your third affiliation (PTP 737) a letter with information regarding licensure. Please take the time and read it as soon as possible and follow ALL of the directions as given. The department will make arrangements to provide 1 official transcript to the state of your choice upon your request. Additional requests for transcripts must be made directly by you to the Registrar’s Office (810-762-3344 or www.umflint.edu/registrar .
MALPRACTICE INSURANCE (students are covered under the University of Michigan policy)	Payment is due at the beginning of Year 1, 2, and 3. Payment is made via check and made out to the University of Michigan-Flint and submitted to the Associate Director for Clinical Education by the designated due date.
NAME TAG	The department will provide one free name tag to the student . Each student will be required to complete a form with appropriate information. The name tag is to be worn for all clinical education affiliations. If the student requires a replacement the cost is their responsibility.
REGISTRATION	Before open registration of each semester, the student will be given a list of classes. Follow the directions on the list of classes. Registration is done via the web up until the first day of class.

RENEWAL OF HEALTH EVALUATION, TB TEST, HEP B, and CPR	Must provide evidence of a current health evaluation (form provided), proof of a negative TB test, and proof that they have begun or completed the HEP vaccination series. Students must also provide proof of current CPR certification. These documents must be submitted to submitted to the Associate Director for Clinical Education by the designated due date.
EMPLOYMENT	Students are not eligible for employment as a Physical Therapist until all professional coursework is completed. Students may only practice as a physical therapist upon successful completion of the licensure examination. During the professional program you can be employed as a P.T. Aide, P.T. extern, or other suitable title deemed appropriate. During your clinical education affiliations, prior to accepting employment, please refer to the WorkSite Relationships Policy and Procedure Job Acceptance Policy (see Clinical Education Handbook) .
XEROXING	A coin operated copier is located on the 1 st . floor WSW and also in 3174 WSW

Revised 6/06
Revised 6/07
Revised 6/08