



Physical Therapist Assistant Program

Student Policy and Procedure Manual

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Table of Contents

I. GENERAL INFORMATION	5
INSTITUTIONAL HISTORY AND ACCREDITATION	5
STATEMENT OF NON-DISCRIMINATION	5
MISSION STATEMENTS	5
PROGRAM GOALS	6
STUDENT AND GRADUATE ACHIEVEMENT MEASURES	6
PROGRAM CURRICULUM	7
COURSE DESCRIPTIONS	8
TRANSFER CREDITS	10
AUDITING CLASSES	11
LICENSURE	11
CAREER INFORMATION	11
PROGRAM ESTIMATED COSTS	12
INSURANCE	12
HEALTH INSURANCE	12
LIABILITY INSURANCE	12
IMMUNIZATIONS	12
BACKGROUND CHECKS AND DRUG SCREENS	13
II. ACADEMIC POLICIES	15
PROGRAM GRADING	15
GRADE APPEALS	15
ACADEMIC INTEGRITY	15
ARTIFICIAL INTELLIGENCE	16
TECHNICAL COURSEWORK	16
MAJOR EXAMINATIONS	16
REMEDIATION FOR MAJOR EXAMINATIONS	16
SKILLS CHECKS	17
PRACTICAL EXAMINATIONS	18
COMPREHENSIVE EXAMINATION	19
PROFESSIONAL BEHAVIORS	19
GRADUATION CRITERIA	19
III. PROGRAM POLICIES	21
PROGRAM PROGRESSION	21
PROGRAM FEEDBACK	21
PROGRAM DISMISSAL	21

DISCIPLINARY PROCEDURES	23
DROPPING A COURSE	23
WITHDRAWAL FROM THE PROGRAM	23
READMISSION PROCESS	23
PROFESSIONAL APPEARANCE	24
DRESS CODE	24
ATTENDANCE	24
TARDIES	26
STUDENT RETENTION	26
RESCHEDULING OF CLASSES	27
PROGRAM AND COURSE COMMUNICATION	27
FOOD AND BEVERAGES	27
LAB	27
CONFIDENTIALITY	28
HIPAA	28
FERPA	28
ELECTRONIC DEVICES	29
LAPTOPS	29
INFORMED CONSENT	29
PHOTOGRAPHY/VIDEOTAPING	29
SOCIAL MEDIA	29
ESSENTIAL FUNCTIONS	30
COMPLAINTS AND APPEALS	30
GENERAL COMPLAINTS OUTSIDE DUE PROCESS	30
STUDENT COMPLAINTS	30
ACCREDITATION COMPLAINTS	31
LUNCH AND LEARN	31
IV. SAFETY AND SECURITY POLICIES	32
EQUIPMENT AND LAB SAFETY	32
GENERAL SAFETY AND SECURITY	32
COUGAR ALERT	33
STANDARD RESPONSE PROCEDURES	33
CRIMINAL ACTIVITY	33
MEDICAL EMERGENCIES	33
STUDENT RECORDS	34
V. FACILITY AND SERVICES	35

OPEN LAB.....	35
LECTURE ROOMS	35
STUDY AREAS.....	35
ACADEMIC SUPPORT	35
PERSONAL SUPPORT	35
HEALTH AND WELLNESS SUPPORT	36
TECHNICAL SUPPORT	36
DISABILITY SERVICES	36
FINANCIAL AID.....	36
LIBRARY.....	36
APPENDIX	37
STANDARDS OF ETHICAL CONDUCT FOR THE PHYSICAL THERAPY ASSISTANT	37
ESSENTIAL FUNCTIONS FOR PHYSICAL THERAPIST ASSISTANTS	40

I. GENERAL INFORMATION

INSTITUTIONAL HISTORY AND ACCREDITATION

Collin College began offering classes at area high schools in 1985. The College has expanded to serve more than 56,000 credit and continuing education students annually. Collin College is the only public College based in the county and offers more than 100 degrees and certificates in a wide range of disciplines.

Collin County Community College District is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate degrees, associate degrees, and certificates. Questions about the accreditation of Collin County Community College District may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Commission on Accreditation in Physical Therapy Education (CAPTE)

The Physical Therapist Assistant Program at Collin College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 972-549-6319 or email mcox@Collin.edu.

STATEMENT OF NON-DISCRIMINATION

Collin College is an equal opportunity institution that provides educational and employment opportunities without discrimination, including harassment, on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or other legally protected class.

Collin College prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of Collin College policy and is prohibited.

MISSION STATEMENTS

Collin College

Collin County Community College District is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.

Collin College Core Values

-Learning -Academic Excellence -Service and Involvement
-Dignity and Respect -Creativity and Innovation -Integrity

Health Sciences And Emergency Services Division

Preparing healthcare professionals and first responders for optimal performance in challenging environments.

PTA Program

The mission of the Physical Therapist Assistant (PTA) Program is to prepare graduates through a contemporary and interactive curriculum to obtain the skills and character to positively affect their community as entry-level physical therapist assistants working under the direction and supervision of a licensed physical therapist.

PROGRAM GOALS

1. Contribute to the local healthcare workforce by developing entry-level physical therapist assistants able to work under the direction and supervision of a physical therapist in diverse and challenging environments.
2. Develop graduates who provide ethical, legal, and professional care with integrity and character to positively impact the profession and community they serve.
3. Provide experienced and dedicated faculty to promote client-centered, contemporary, evidence-based, and productive learning environments to produce skilled and competent entry-level physical therapist assistants.
4. Advocate for cultural diversity, professional development, community service, and personal growth by students, graduates, and faculty.
5. Provide a curriculum that promotes effective communication, intercollaborative teamwork, knowledge-seeking, problem-solving, and critical thinking to enhance the future success of the entry-level physical therapist assistant graduate.

STUDENT AND GRADUATE ACHIEVEMENT MEASURES

1. Graduation rates from the Program will be equal to or exceed 70% annually
2. Licensure pass rates will be equal to or exceed 90% annually
3. Employment rates for graduates actively seeking employment will be equal to or exceed 90% annually within one year of graduation
4. 100% of students will demonstrate entry-level clinical performance on the Master List of Skills in the Physical Therapist Assistant Manual for the Assessment of Clinical Skills (PTA MACS) before graduation.
5. 100% of students will demonstrate entry-level professionalism as assessed by faculty on the Professional Behaviors Assessment

PROGRAM CURRICULUM

Pre-Entrance Requirements		Lecture	Lab	Ext	Cont	Credit
BIOL 2401 Anatomy and Physiology I		3	4	0	112	4
ENGL 1301 Composition I		3	1	0	64	3
PTHA 1409 Introduction to Physical Therapy		3	2	0	80	4
Total Hours		9	7	0	256	11
Year 1						
Fall I		Lecture	Lab	Ext	Cont	Credit
PTHA 1229 Applied Physical Principles		1	2	0	48	2
PTHA 1405 Basic Patient Care Skills		3	4	0	112	4
PTHA 1413 Functional Anatomy		3	2	0	80	4
PTHA 1225 Communication in Healthcare		2	0	0	32	2
BIOL 2402 Anatomy and Physiology II		3	4	0	112	4
Total Hours		12	12	0	384	16
Spring I		Lecture	Lab	Ext	Cont	Credit
PTHA 1431 Physical Agents		3	4	0	112	4
PTHA 1321 Pathophysiology		3	0	0	48	3
PTHA 2201 Essentials of Data Collection		1	4	0	80	2
PTHA 2205 Neurology		1	2	0	48	2
PTHA 2409 Therapeutic Exercise		2	4	0	96	4
Total Hours		10	14	0	384	15
Summer		Lecture	Lab	Ext	Cont	Credit
PTHA 1266 Practicum I		0	0	15	240	2
Total Hours		0	0	15	240	2
Year 2						
Fall II		Lecture	Lab	Ext	Cont	Credit
PTHA 2431 Management of Neurological Disorders		3	4	0	112	4
PTHA 2435 Rehabilitation Techniques		3	3	0	96	4
PTHA 2250 Current Concepts in Physical Therapy		1	4	0	80	2
PSYC 2301 General Psychology		3	0	0	48	3
GEN ED Humanities/Fine Arts Course		3	0	0	48	3
Total Hours		13	11	0	384	16
Spring II		Lecture	Lab	Ext	Cont	Credit
PTHA 2239 Professional Issues		2	0	0	32	2
PTHA 2266 Practicum II		0	0	15	240	2
PTHA 2267 Practicum III		0	0	15	240	2
Total Hours		2	0	30	512	6
TOTAL		46	44	45	2160	66

COURSE DESCRIPTIONS

BIOL 2401 Anatomy and Physiology I

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body, including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous, and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

ENGL 1301 Composition I

Intensive study and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

PTHA 1409 Intro to Physical Therapy

The course introduces the learner to the physical therapy profession and the role of the physical therapist assistant. The course includes introducing basic patient care skills.

PTHA 1229 Applied Physical Principles

The course involves the application of physical principles to selected interventions in physical therapy. The course will cover biomechanics and kinesiology principles to help students understand the components and factors that affect human movement.

PTHA 1431 Basic Patient Care Skills

This course covers the application of basic patient handling, functional skills, communication, and selected data collection techniques. Students will learn infection control principles, how to measure vital signs, and safety issues related to patient emergencies. Patient handling skills and mobility techniques will be addressed, including draping, positioning, bed mobility, transfers, wheelchair management, passive range of motion, and gait training.

PTHA 1413 Functional Anatomy

The course covers the relationship of the musculoskeletal and neuromuscular systems related to normal and abnormal movement. Assessment of dermatomes, myotomes, and reflexes will be addressed. Students will learn the origin, insertion, innervation, and action of muscles that produce movement in the human body and learn palpation techniques to use for assessment and intervention techniques. Postural and gait analysis will also be included.

PTHA 1321 Pathophysiology for the PTA

The course studies the pathophysiology, prognosis, and therapeutic management of diseases/conditions encountered in physical therapy. The course includes the effects of pharmacological management on the disease process and how it affects physical therapy.

BIOL 2402 Anatomy and Physiology II

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body, including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

PTHA 1225 Communication in Healthcare

The course addresses communication theories and principles for optimal healthcare delivery. The course introduces the basics of communication in healthcare. Cultural diversity and ethics are addressed, and how they relate to communication. Common documentation standards and systems are addressed and discussed concerning the physical therapy profession.

PTHA 1431 Physical Agents

The course addresses biophysical principles, physiological effects, efficacy, and application of physical agents. Students will learn the indications, contraindications, and precautions for physical agents used in physical therapy. The focus will be on preparing the student for the safe and practical application of physical agents for patient treatment.

PTHA 2201 Essentials of Data Collection

This course addresses data collection techniques used to assist in patient/client management. Evidence-based practice and basic research terms are addressed to assist the physical therapist assistant in practice. Data collection utilized in this course will be ROM testing, manual muscle testing, and other common tests and measures used in physical therapy. Students will learn how to measure ROM, strength, and length and assess muscle tone while collecting data for documentation and measuring patient progress.

PTHA 2205 Neurology

The course involves the study of neuroanatomy and neurophysiology as it relates to neurological conditions. Basic neuroanatomy and physiology concepts are covered, along with gross and fine motor milestones, righting and equilibrium reactions, and other assessment procedures. Topics covered include sensation, mental status, pain, balance, proprioception, and cranial nerve assessment. Students will apply the concepts of motor control, motor learning, and neuroplasticity.

PTHA 2409 Therapeutic Exercise

The course covers the concepts, principles, and application of therapeutic exercise and functional training techniques. All types of exercises and how the exercises are used as interventions in physical therapy will be introduced.

PTHA 1266 Practicum I

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Direct supervision is provided by the clinical professional. Students will be introduced to the practice of the physical therapist assistant in a clinical setting.

PTHA 2431 Management of Neurological Disorders

The course covers comprehensive rehabilitation techniques for selected neurological disorders. The pathology, management, and progression of treating these disorders will be addressed as well as interprofessional collaborative care.

PTHA 2435 Rehabilitation Techniques

The course covers comprehensive rehabilitation of selected diseases and disorders. The course will explore additional diagnoses and conditions the PTA may encounter and prepare them to treat these conditions. Assistive technology, adaptive equipment, and orthotics will be addressed and return to the functional environment. Specific areas covered include rehabilitation for wound care, amputation, vestibular disorders, cardiopulmonary disorders, lymphedema, and oncology.

PTHA 2250 Current Concepts in Physical Therapy

The course covers current concepts, skills, and knowledge in the provision of physical therapy services. It includes the enhancement of professional development. Emphasis will be provided on common orthopaedic and sports medicine conditions.

PSYC 2301 General Psychology

General Psychology is a survey of the major psychological topics, theories, and approaches to the scientific study of behavior and mental processes.

Humanities / Fine Arts

Three credit hours are needed for the Humanities / Fine Arts Component of the AAS degree. Students can choose from the following courses. Dance 2302, English 2322, 2323, 2327, 2328, 2332, 2342, History 2311, 2312, 2321, 2322, Humanities 1301, Music 1306, 1307, 1310, Philosophy 1301, 1304, 2302, 2306, 2307, 2321, Drama 1310, 2361, 2362, 2366, and Art 1301, 1303, 1304, 1313.

PTHA 2239 Professional Issues

The course discusses professional issues and behaviors related to clinical practice and prepares the student for transition into the workplace. Topics include prepping for the board examination, resume preparation, the interview process, interprofessional collaborative care, performance improvement, organizational planning and operation, billing and reimbursement, ethics, and other professional issues.

PTHA 2266 Practicum II

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Direct supervision is provided by the clinical professional. Students will continue to develop and acquire skills in the physical therapist assistant clinical setting.

PTHA 2267 Practicum III

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Direct supervision is provided by the clinical professional. Students will continue to develop and acquire skills in the physical therapist assistant clinical setting to become entry-level providers.

All lecture/lab and clinical education courses must be taken in sequence.

TRANSFER CREDITS

Collin College may accept transfer credits for students from other educational institutions for general education classes as part of the Physical Therapist Assistant AAS Degree, provided the requirements of Collin College are met. All courses must be completed with a minimum GPA of 2.0 and must have been completed from an accredited institution recognized by Collin College. It is recommended that students contact a Collin College advisor to ensure credit will be received.

Students who transfer to Collin College from other institutions of higher education may be awarded credit according to the conditions that follow.

1. Credit must have been earned at a regionally accredited institution of higher education. Foreign transcripts will not be evaluated or accepted.
2. An official transcript from all regionally accredited institutions of higher education attended by the student must be on file at Collin College.
3. Official course descriptions from the catalog under which the student attended may be required for evaluation.
4. Credit for courses equivalent to those listed in the Collin College Catalog will be accepted if the courses are required on the student's degree plan for graduation. Other credits may be accepted in lieu of elective courses depending on the student's area of study.
5. Repeats rules from other institutions may vary, and Collin College will follow what is listed on transcripts if a student has repeated the same course at one institution multiple times.
6. Grades of "D" are accepted from other institutions; however, a cumulative GPA of 2.0 is required for graduation. Grades of "F" and "I" will not transfer.
7. While there is no limit on the number of hours that can be transferred into Collin College from other institutions, 25 percent of the degree/certificate must be earned from Collin College.
8. Time limits and minimum grade requirements may be imposed for transfer work into select areas of study. Contact the academic dean's office for details.
9. Collin College does not evaluate transcripts or award transfer credit earned at foreign institutions; however, students may be eligible for credit through examination at the college.
10. Fall 1985 through Summer 2008 transfer work was included in students' overall GPA. Beginning Fall 2008 transfer work is not included in GPA.

The prerequisite Anatomy and Physiology I must have been completed within five years of the date of application to the PTA program for the year the student is applying. If the class was taken over five years ago, the student will need to retake the class to be considered for admission into the PTA Program.

Students should request official transcripts from any previously attended college to be sent to Collin College.

The PTA Program does not accept prior credit for PTA technical courses (courses within the program) taken in other PTA Programs at other institutions. All Collin College PTA technical courses must be taken in their entirety, even if students have completed units of the course in another PT or PTA program.

All PTA students transferring credits from other institutions must complete the PTA Program's application and admission process as outlined on the program's website.

AUDITING CLASSES

The PTA Program does not allow auditing of classes, as Collin College requires any student intending to audit a class to have completed all admissions requirements and be eligible to register for the course. The PTA Program is a selective admission program, and once accepted and admitted, students must register and complete the courses in sequence.

LICENSURE

The Collin College PTA Program trains students to be eligible to practice in the State of Texas. Students can obtain licensure in other states, but they will need to check with the state in which they are applying for licensing information. Graduates of accredited PTA Programs are eligible to sit for the National Physical Therapy Examination. All states require licensure or certification to work as a PTA. Graduates will be eligible to sit for the national examination administered by the Federation of State Boards of Physical Therapy (FSBPT). The steps for obtaining licensure can be found at the following website: <https://www.ptot.texas.gov/page/apply-by-exam>

CAREER INFORMATION

Collin College is committed to providing resources and career information that will assist students in selecting and preparing for a career. The Collin College Career Center is available to help students navigate their future. The Career Center provides a one-stop-shop dedicated to helping students with their career preparation. From personalized career advising to job fairs and everything in between, the Career Center can help students start their careers. Information about the Career Center can be found at the following website. <http://www.collin.edu/studentresources/career/>.

The PTA Program will provide education and training for seeking jobs in the last semester of the Program in the PTHA 2239 Professional Issues course. Training will include, but is not limited to, creating resumes, writing cover letters, reviewing employer websites and job descriptions, and the interview process. The Program will conduct a yearly job fair to assist graduating students seeking employment. PTA career information is located on the Program's website. The PTA Program will also email students information about open positions in the college region.

PROGRAM ESTIMATED COSTS (subject to change)

<u>ESTIMATED PROGRAM COSTS</u>	IN-DISTRICT COLLIN COUNTY (\$67 /credit hour)	TEXAS RESIDENT, OUTSIDE OF COLLIN COUNTY (\$127 /credit hour)	OUT OF STATE / COUNTRY (\$202 /per credit hour)
Tuition*	\$4,422	\$8,832	\$13,332
Lab Fees	\$264	\$264	\$264
Textbooks	\$1,100	\$1,100	\$1,100
PTA Scrubs	\$65	\$65	\$65
PTA Program Polo	\$52	\$52	\$52
Drug Screen	\$29	\$29	\$29
Background Screen	\$60	\$60	\$60
Exxat Immunization Tracker	\$35	\$35	\$35
Liability Insurance	\$11	\$11	\$11
Exxat Steps Program	\$100	\$100	\$100
PTA eMACS	\$25	\$25	\$25
Scorebuilders	\$120	\$120	\$120
Physio-U	\$189	\$189	\$189
APTA Dues	\$80	\$80	\$80
Miscellaneous**	\$300	\$300	\$300
Total <u>Estimated</u> Cost	\$6,852	\$11,262	\$15,762

*Includes tuition and student activity fee

**Includes personal copying and printing fees, office supplies, additional study materials, immunizations, etc.

INSURANCE

HEALTH INSURANCE

Students are required to have health insurance while in clinical training. Collin College and clinical affiliation sites do not provide health insurance to students. Many clinical sites require health insurance coverage. It is the student's responsibility to provide this coverage. The student is responsible for personal health-related expenses incurred during didactic and clinical training. Students will upload proof of health insurance into the Exxat software before the first clinical experience. Failure to upload proof of insurance will result in being unable to complete the clinical experience.

LIABILITY INSURANCE

The college purchases liability insurance for the student, which is included in the course fees for the clinical courses.

IMMUNIZATIONS

Collin College adheres to State and Federal recommendations for immunizations. The Texas Administrative Code (TAC) and the Dallas-Fort Worth Hospital Council Foundation Community Standards require students in

health programs to complete required immunizations. The following also reflect individual clinical affiliate requirements and must be provided before the student begins the Program. The PTA Program requires all students enrolled to provide proof of vaccinations or immunity before the student is eligible to participate in clinical training unless an exception applies. If the records are not completed before the scheduled orientation day, the student will not be able to be admitted to the Program and will have to reapply the following year. All records must be up-to-date and current before beginning a clinical experience. The student is responsible for making sure records are up-to-date and current. The Program requires the following:

1. Mumps, Measles, Rubella (MMR): 2 vaccinations or titer showing immunity
2. Varicella (chickenpox): 2 vaccinations or titer showing immunity
3. Tetanus/Diphtheria/Pertussis (TDAP) (within the past ten years)
4. Influenza: one dose annually during flu season. Exceptions are made for medical and religious reasons, but must adhere to the clinical affiliation's policies.
5. Hepatitis B series: A series of three documented vaccinations. The series must be complete by the beginning of clinical in the summer semester of the first year. Please note that it may take 3-6 months to complete the series. The student will not be allowed to attend clinical until documentation of Hepatitis B is provided.
6. Tuberculin (TB) Test: Annual requirement can be Quantiferon GOLD, IGRA, or T-SPOT. If a skin test is accepted and positive, a chest x-ray (CXR) will be needed to confirm the absence of disease. If there is a history of TB, the student must provide documentation of a negative CXR. Students with expired TB tests will not be allowed to attend clinical and receive unexcused absences until results are submitted. Some clinics, especially hospital-based facilities, may require a 2-step TB test, which means the student may need to be tested twice based on facility guidelines.

Texas Administrative Code (TAC) 97.62 covers conditions under which students can request an exemption from immunizations at their school or college. <https://www.dshs.texas.gov/immunizations/school/exemptions>

To receive an exemption, you must follow the state guidelines of providing a medical reason from a physician for why a vaccination is not obtained or an Affidavit Request. Per state guidelines, the physician's documentation must explain why someone can't get vaccinated. All physician medical notes and Affidavit Requests must be submitted before beginning the Program, or the student cannot enter the Program. There may be exemptions if the student communicates with the Director of Clinical Education and a plan is in place to address the immunization requirements.

It is important to note that although the State allows immunization exemption requests for an education program, many clinical partners also require these immunizations. A clinical partner can choose not to allow students without the proper vaccinations. If the Program cannot obtain clinical sites that meet Program graduation criteria (complete one inpatient clinical, one outpatient clinical, and one clinical of the student's choice), the student may not be able to complete the Program requirements for graduation. The Program can not guarantee clinical sites will be available if a student lacks the proper immunization requirements. It is the student's responsibility to understand the immunization requirements and submit the proper documentation for these requirements.

Select clinical sites may request additional immunization requirements. Collin College must abide by clinical affiliation sites at all times. Students must pay for their immunization tracker through Exxat, a PTA Program's secure portal to track required immunizations. Students will be responsible for uploading proof of immunizations to Exxat before the Program begins. If a student cannot provide documentation of previous shot records, the student will need to obtain a titer to determine immunization levels. A booster injection may be required if immunization levels are low. Documentation of titers and booster injections will be required if shot records are not provided or are not sufficient. The costs of these tests and immunizations are the student's responsibility. The PTA Student will complete the Notice and Acknowledgement – Vaccines form.

BACKGROUND CHECKS AND DRUG SCREENS

A criminal background check and drug screen will be required as part of the program. The background check will be performed before the program begins, and a drug screen will be conducted before the first clinical course. The Program reserves the right to have additional background checks or drug screens before any of the clinical

courses. The Program can request a drug screen at any point during the Program. Students are responsible for all costs related to background checks and drug screens.

Students will sign a consent form to release the results of these screens to the Program and the Clinical Site. The background check must be clear, and the drug screen must be negative. Criminal background checks may be State or federal and may include criminal history, national sex offender search, social security verification/trace, healthcare fraud, abuse, and fingerprinting. Clinical affiliates can refuse eligibility to participate in clinical experiences based on background information or drug testing results. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in the program. If unable to complete the Program requirements, the student may be dismissed from the Program.

A student who feels that information provided from the criminal background and/or drug screen, which results in the inability to complete the clinical experience and dismissal from the PTA program, is false or inaccurate, can request a review by the Program Director in writing via email within 24 hours of the dismissal. The student will be able to provide evidence that the criminal background and/or drug screen results were false or inaccurate within seven days. If retesting is warranted, students will sign a consent form to release this new information to the Clinical Site to determine eligibility for resuming the clinical experience. Students understand that the timeframe for the clinical experience may be adjusted to meet the contact hours required to complete the experience. If a student fails to provide evidence within seven days or retesting does not change the results or provide clarity as needed, the dismissal from the PTA program will stand.

II. ACADEMIC POLICIES

PROGRAM GRADING

The grading scale that will be used in the PTA Program is as follows:

- A = 89.5% - 100%
- B = 79.5% - 89.4%
- C = 74.5% - 79.4%
- F = 0.00% - 74.49%

For each PTA technical and clinical course, students must achieve a minimum of 75% for all lecture examinations to pass the course, regardless of non-examination grades.

All course assignments must be completed to receive full credit for the course. If a student receives a "0" grade on an assignment due to a missed due date, absence, or other unexpected reason, it is still a requirement for the student to complete the assignment and turn it in. If all assignments are not submitted before the end of the semester, the student will not pass the course.

GRADE APPEALS

Students have a right to be free from capricious grading and to be treated fairly in grading and classroom practices. In most circumstances, students should seek to settle any dissatisfaction concerning grades directly with the faculty member involved. If a grade dispute cannot be resolved this way, students should consult the program director and then the dean of the appropriate academic chair. The student may appeal to the Grade Appeals Board (GAB) if the issue remains unresolved. Please see the following website for additional information:

<https://www.collin.edu/studentresources/support/gradeappeal.html>

ACADEMIC INTEGRITY

Every member of the College District community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's work. The College District may initiate disciplinary proceedings against a student or program applicant accused of scholastic dishonesty. While specific examples are listed below, this is not exhaustive, and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means. Scholastic dishonesty includes, but is not limited to, one or more of the following acts:

1. Cheating on tests or exams
2. Gaining assistance from another student or willful giving of assistance during testing
3. Collaborating with another student during an examination without authority
4. Reproducing the content of an exam, after test review, in written, oral, or electronic media
5. Modification of test answer sheet during test review
6. Dissemination of material tested (examination questions and content discussed at test reviews) to other students in your class or future classes
7. Using, buying, selling, soliciting, stealing, or obtaining course assignments and/or examination questions in advance
8. Use of tape recorders or cell phones (recording or taking pictures) during test reviews
9. Copying, printing, or photographing questions from practice tests on computer software (This would be a copyright violation.)
10. Plagiarism of copyrighted material. (Proper citation must be used in all assigned reports and papers.)
11. Use of cell phones during tests
12. Submitting or resubmitting an assignment (in whole or part) for more than one class or institution without permission from the professor(s)
13. Using Artificial Intelligence (AI) programs and content generators to complete a quiz, examination, discussion, paper, or class assignment

Definitions of the scholastic dishonesty terms listed above are in the current Student Code of Conduct. In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member will delay posting a grade for the academic work in question until the case is final. A student found responsible for a scholastic dishonesty offense(s) will receive an appropriate disciplinary penalty or penalties from the Dean of

Students' Office. The student may also receive an academic penalty in the course where the scholastic dishonesty occurred. The faculty member will determine the appropriate academic penalty, ranging from a zero (0) grade on the assignment to failing the course. A student would not be able to retake or make up a grade of (0) if a grade resulted from academic dishonesty. A (0) grade could cause the student to be dismissed from the program if they cannot make satisfactory academic progress.

ARTIFICIAL INTELLIGENCE

To learn and grow academically, students are expected to complete coursework independently unless otherwise directed by their professor(s). By actively participating in educational opportunities, students build confidence, learn how to think for themselves, solve problems, and gain work and life skills. Artificial Intelligence (AI) programs and tools that generate text, code, and visual content can enhance student learning when used appropriately and responsibly. However, using AI programs and content generators to complete coursework may lead to scholastic dishonesty and deprive students of the opportunity to learn how to think for themselves. Students should always ask their professor(s) for permission and find out to what capacity they are allowed to use AI programs and content generators to complete an assignment. Students should refer to Chapter 7: Scholastic Dishonesty in the Student Code of Conduct for more information, located in the Collin College Student Handbook.

TECHNICAL COURSEWORK

All PTA Program technical coursework must be completed for each course. All assignments must be submitted and graded to receive credit for the course. For example, if a student receives a "0" on an assignment due to an unexcused absence or failure to meet a due date, the assignment must be turned in. Each faculty member will have discretion on how they grade the assignment based on the course syllabus for each course.

All PTA Program technical courses must be completed with a "C" or higher grade. If a student does not obtain a minimum grade of "C" in any course within the PTA Program curriculum, the student will be dismissed from the program. To pass a course, all major examinations, skill checks, and practical examinations must be passed for the course.

All courses must be completed in order as noted on the curriculum schedule.

MAJOR EXAMINATIONS

To ensure students demonstrate appropriate knowledge of curricular content, students must achieve 75% on all written examinations. If a student does not reach 75% on a written examination, the student will be provided time (up to 1 week) for remediation and will have the opportunity to retake the exam, which will be composed of different questions on the same material. **A student is allowed one retake after a failed major examination.** If the student does not pass the retake, the student will be dismissed from the program. **Once a student fails the fifth major examination within the program, the student will be dismissed from the program.** The five examinations are a cumulative total throughout the program's technical classes. Examinations include major module examinations, mid-term, and final examinations. Each instructor will identify major examinations on the syllabus for each course.

REMEDIATION FOR MAJOR EXAMINATIONS

If a student fails a major examination, the following procedure must be followed:

1. The student must complete an Exam Remediation Form.
2. Students must review the failed exam, meet with the course instructor, complete a remediation activity as assigned by the instructor, and schedule the retake. The re-take should be completed within 1 week of the original examination. After failing the examination, the student should meet with the instructor no later than two school days (48 hours). A school day is defined as Monday–Friday, excluding holidays.
3. After meeting with the instructor, the student will schedule a meeting with the Program Director to turn in the Exam Remediation Form, discuss the examination, and plan to address the failure. The form will be

placed in the student's file. After failing the examination, the student should meet with the Program Director no later than three school days (72 hours).

4. Failure to meet the required timelines or complete the remediation activity by the due date assigned by the instructor may result in an automatic test failure and dismissal from the program. It is the student's responsibility to ensure all deadlines are met.



A student must pass the retake examination with a grade of 75 or higher to remain in the program. If a student obtains a score above 75 on a retaken examination, a maximum score of 75 will be used for final grade calculation. If a student does not achieve a “75” on the retake, they will automatically fail the course.

Remediation may include, but not be limited to:

1. Review of wrong answers and identification of the correct answer with written documentation as to why the answer is correct
2. Review extra handouts, slides, videos, website, etc., to assist with learning the subject content
3. The student may be assigned a student mentor in the class who has mastered the subject area and is willing to assist the student.
4. The student may be assigned extra one-on-one sessions to review the subject content with the instructor.
5. The student may be assigned additional assignments or coursework to review the subject content.
6. Other faculty recommendations

SKILLS CHECKS

Throughout the Program, there will be times when a particular skill needs to be assessed and performed to demonstrate competence and ensure safety. A skills check assesses a student's ability to demonstrate competence in a PTA skill. The skills evaluated throughout the Program are identified at the beginning of each semester and noted on each course syllabus. The skill assessments are instrumental for learning in the lab and transferring the learning to the clinical environment. The utilization of skills checks and lab practical exams is part of the process designed to ensure the safety and competency of the student before contact with patients in the clinical setting. The skills checks are also instrumental in preparing for practical exams. The skills assessed throughout the Program are identified by, but not limited to, feedback from the Advisory Committee, faculty clinical practice, PTAMACS, FSBPT NPTE- PTA blueprint, and the Minimum Required Skills of Physical Therapist Assistants at Entry-Level.

Skills check assessments are done in two different ways. First, one peer skills check must be completed with another PTA program student. The results of the peer skills check must be documented on the skills check form. Students will then have the opportunity to work on any problem areas before being tested by a course instructor. Students must provide proper feedback to other students to ensure readiness for the faculty assessment. A peer skills check must be completed before the instructor-graded skills check. Instructors for each course will provide direction on uploading and submitting peer skills checks in the syllabi.

Faculty skills checks an instructor performs will be conducted during open lab times or scheduled course labs if time permits. Skills checks contain critical safety and performance elements of PTA skills that must be completed to pass the skills checks. If a student fails any critical safety or performance element, they automatically fail the skills check and must retake it. Students must pass a faculty skills check before taking the practical exam, which includes the skills check content area.

A student will be allowed three attempts to pass a skills check with the instructor. A passing grade is 75 or above. If they do not pass after two attempts, additional training will be provided, and the student will attempt the skill a third time. **If the student does not pass the skills check after the extra training and third attempt,**

they will receive a “0” for the skills check and will not be able to take the practical, which will cause the student to fail the course. This will result in dismissal from the program.

A student must pass one of the retake faculty skills checks with a grade of 75 or higher to remain in the program. If a student obtains a score above 75 on a retaken skills check, a maximum score of 75 will be used for final grade calculation. If a student does not achieve a 75 on one of the retakes, they will automatically fail the course.

It is the student's responsibility to make sure all skills checks have been completed and uploaded to Canvas before or on due dates and before practical exams. Only paper forms will be accepted for skills checks, and students are not allowed to use an iPad or tablet to complete the forms. The instructor will communicate due dates and processes for uploading skills checks. If a due date is missed or a process is not followed as indicated in the course syllabus, the student may receive a points deduction for the skills check.

If skills checks are not completed before a practical exam, the student will receive a 0% on the practical exam, which will result in dismissal from the program.

Students who have successfully passed a skills check are considered to have demonstrated competence in that skill and are expected to maintain their competence through regular review of the skill.

A student will be dismissed from the program if they fail and reach a third skills check five different times within one course.

PRACTICAL EXAMINATIONS

Practical Examinations assess a student's ability to effectively and safely integrate course material and perform a patient treatment following a physical therapist's care plan. Practical examinations integrate content from current and prior program courses. The practical examinations in the program are at the end of several courses. Some practical examinations cover content from multiple courses over the semester and count as the grade in each course.

A student will be allowed three attempts to pass a practical examination. A passing grade is 75 or above. If they do not pass after two attempts, additional training will be provided, and the student will attempt the practical examination a third time. **If the student does not pass the practical examination after the extra training and third attempt, they will receive a “0” for the practical examination, which will cause the student to fail any course that the practical examination addresses. This will result in dismissal from the program.**

A student must pass one of the retake practical examinations with a grade of 75 or higher to remain in the program. If a student obtains a score above 75 on a retaken practical examination, a maximum score of 75 will be used for final grade calculation. If a student does not achieve a 75 on one of the retakes, they will automatically fail the course(s) associated with the practical.

If a student reaches the third practical examination attempt, the program will have two faculty members grading the attempt.

All skills checks from the course for the practical examination must be completed and passed before taking the practical. If the skills checks are not uploaded correctly in Canvas by the required due dates, the instructor may assign a “0” grade for the first attempt of the practical examination.

Students will receive detailed instructions and a scoring rubric at least one week before scheduled practical examinations. Required cueing to complete a practical exam will result in a reduction in the student's score. Unsafe behavior during a practical exam is, at the instructor's discretion, grounds for immediate failure of the practical exam. Sharing practical exam scenarios or information with classmates who have not yet taken the exam is considered academic dishonesty and will be treated as such.

COMPREHENSIVE EXAMINATION

The Program assures students are competent before attending their first clinical by ensuring all skills checks and practical examinations have been passed, and by students passing the comprehensive examination after the first two technical semesters. The process ensures that the students are professional, competent, safe, and ready to progress to clinical education. The comprehensive examination will be given the week before the first clinical in the third technical semester. The examination will cover all courses in the first two technical semesters. The student must score a 75 or above to pass the examination. If a student fails the examination, the student will be allowed two retakes. Students will not be permitted to attend the first clinical until they have passed the comprehensive examination. The clinical will be delayed if the student has not passed the comprehensive examination by the time the clinical begins. The student will be dismissed from the Program if they cannot pass the examination after the two retakes.

PROFESSIONAL BEHAVIORS

As a healthcare professional student, professional behavior is expected at all times. Students must demonstrate professional conduct and standards in the classroom, lab, and clinical settings. Guidelines for these standards are as follows:

1. Professional Behaviors

Ten specific "Professional Behaviors" are assessed throughout the PTA Program curriculum. PTA program faculty will assess the Professional Behaviors throughout the program, with students also performing a self-assessment during the first semester, after the third semester, and at the end of the program.

Expected Professional Behavior levels are as follows:

- a. End of Semester I: All Professional Behaviors at least beginning level
- b. End of Semester III: All Professional Behaviors at least intermediate level
- c. End of Semester V: All Professional Behaviors at entry-level

The faculty will provide verbal and written feedback addressing professional behaviors during advising meetings and as needed throughout the program. Copies of this feedback will be placed in the student's file. Students are expected to change unsatisfactory behaviors after receiving input from faculty, and faculty will discuss any concerns about professionalism as soon as problems arise. If a student demonstrates professional behaviors at an appropriate level at the end of each semester, the student may be allowed to continue the program.

2. Physical Therapist Assistant Manual for the Assessment of Clinical Skills (PTAMACS)

The PTAMACS has eleven skills students must perform in the clinic and be checked off as entry-level by the end of their last clinical.

3. Standards of Ethical Conduct for the Physical Therapist Assistant (Appendix)

Students must demonstrate an understanding of these standards provided by the American Physical Therapy Association (APTA).

Failure to demonstrate proper professional Behaviors during the Program, progress in the Professional Behaviors, or inability to meet the specific behavior levels by the defined target dates may result in dismissal from the Program.

GRADUATION CRITERIA

Upon completing the following criteria, Collin College will grant an Associate of Applied Science Degree with a major in Physical Therapist Assistant.

1. Technical Courses: Students must complete all technical program coursework with a minimum grade of 75%, a "C" for each course.
2. Clinical Education: Students must pass all clinical education courses and complete all 60 mandatory skills of an entry-level physical therapist assistant, as noted in the Clinical Education Handbook from the PTAMACS
3. Complete the Collin College general education requirements.
4. Comprehensive Exam: Students must pass a comprehensive examination after the 2nd semester.
5. Program faculty must assess students at "Entry-level" for all ten Professional Behaviors.
6. Complete all program requirements and be in good standing with the Program

The graduation date will be defined as the month of graduation commencement or the end of clinical experiences, whichever comes later. To qualify to participate in commencement, a student must have met all program requirements and be in good academic standing.

III. PROGRAM POLICIES

PROGRAM PROGRESSION

Academic progress standards are established to require students to progress satisfactorily and in a timely manner toward completing their degree. Students are responsible for their academic progress and should seek assistance when experiencing academic difficulty. Students are encouraged to work closely with their advisor or counselor to ensure that they complete graduation requirements and maintain satisfactory progress. It is the policy of the PTA Program that the following be met to progress within the program.

1. Complete the PTA Program technical courses with a "C" or higher grade.
2. Complete all the required coursework for each technical course.
3. Pass all major examinations with a "75" or higher score.
4. Pass the comprehensive examination with a "75" or higher score.
5. Pass all skill checks with a "75" or higher.
6. Pass all practical examinations with a "75" or higher.
7. Complete the Collin College general education requirements with a grade point average (GPA) of 2.0 or higher.
8. Perform all required essential functions
9. Demonstrate Professional Behavior requirements
10. Complete all requirements for each clinical rotation

PROGRAM FEEDBACK

It is the policy of the PTA Program faculty to provide timely and accurate formative and summative feedback throughout the program. Formative feedback will include grades on assignments and quizzes, skill checks, and verbal and written feedback from the faculty. Summative feedback will include grades on practical examinations, major and final examinations, and end-of-course projects. All feedback will be provided following the compliance and privacy policies of Collin College.

All grading will be posted in Canvas, the learning management system Collin College uses. Students are encouraged and responsible for keeping track of their academic progress by accessing Canvas as often as they choose.

All PTA students will be assigned a PTA Program faculty academic program advisor. The advisers will meet with the students during the first, second, and fourth technical semesters. The meeting will occur approximately halfway through the semester. The academic advisors will address academic progress, professional behaviors, and any issues they feel may be helping or interfering with the student's performance in the program. Ideas for success and strategies for improvement will be discussed at these meetings.

PROGRAM DISMISSAL

It is the policy of the PTA Program to dismiss a student for failing to maintain academic standards, failing to demonstrate proper professional behaviors, or violating the Collin College Student Code of Conduct. A student submitting a voluntary withdrawal from the program will be dismissed. Specifically, students enrolled in the PTA Program who do not meet the following criteria will be subject to dismissal:

1. Failure to pass a PTA Program technical course with a grade of "C" or higher, or dropping the course
2. Failure to complete all required coursework for a technical course.
3. Failure to pass a major examination and the retake of the major examination. (1 re-take is allowed after each failed major examination)
4. Failure to achieve a passing grade on five major examinations on the first attempt throughout the program.
5. Failure to pass the comprehensive examination after the second technical semester and the two allowed retakes. (2 re-takes are allowed after a failed comprehensive examination)
6. Failure to achieve a passing grade on a skills check and the two allowed re-checks. (2 re-checks are allowed after a failed skills check)
7. Failure to achieve a passing grade on five different skill checks after the second attempt within a course, meaning you need a third attempt on five different skill checks within a course.
8. Failure to achieve a passing grade on a practical examination and the two allowed retakes. (2 re-takes are allowed after a failed practical examination)
9. Failing a Collin College general education requirement for the AAS PTA degree with a grade point average (GPA) lower than 2.0.

10. Failure to demonstrate proper professional Behaviors during the Program, progress in the Professional Behaviors, or inability to meet the specific behavior levels by the defined target dates
11. Violating the student attendance policy.
12. Violating the Collin College Student Code of Conduct or any substandard, unethical, or inappropriate conduct at the discretion of the PTA Program Director in consultation with the PTA Program faculty. Program dismissal may result from any of the following reasons. The list is not exhaustive but provides examples of the types of violations that may result in discipline or dismissal:
 - a. Committing an act of scholastic dishonesty, including, but not limited to, cheating, collusion, and/or plagiarism.
 - b. Conducting himself or herself in a manner that interferes with or disrupts the educational environment, orderly process of the College District, or lawful rights of others.
 - c. Committing any offense that violates the College District's Core Values.
 - d. Damaging, stealing, defacing, or destroying College District property, property belonging to a third party on a College District-sponsored trip, or property belonging to a College District student, faculty or staff member, or a campus visitor.
 - e. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.
 - f. Knowingly giving false information in response to reasonable requests from College District officials.
 - g. Assaulting, threatening, abusing (physically, verbally, and/or sexually), or endangering in any manner the health or safety of a person at the College District, on College District property, or at a College District-sponsored event.
 - h. Violating the College District Student Code of Conduct; Board policies; laws; or administrative rules, regulations, and procedures (e.g., parking, guidelines for student events, registration of meetings and activities, use of College District facilities or the time, place, and manner of public expression).
 - i. Failing to comply with directions of College District officials and/or police acting in the performance of their duties.
 - j. Failing to notify College District officials of a change in residency status or current address.
 - k. Being convicted of an indictable offense under either municipal, State, or federal law that occurred on College District property or at an off-campus, College District-sponsored event.
 - l. Attempting to, or possessing, manufacturing, delivering, distributing, selling, purchasing, using, or being under the influence of alcoholic beverages, illegal controlled substances (as defined in the Texas Controlled Substance Act), steroids, substances referred to as "designer drugs," and inappropriately or illegally using over-the-counter medications, prescription medications, inhalants, herbal/"natural" euphoriants, and/or lookalike products (i.e., what is represented to be any of the above-listed substances) at the College District, on College District property, or while attending College District-sponsored activities on- or off-campus.
 - m. Retaliating against another student, campus visitor, or staff or faculty member.
 - n. Discriminating against, harassing, committing sexual assault, committing dating violence, committing domestic violence, engaging in bullying, and/or stalking another student, campus visitor, or staff or faculty member, including, but not limited to, sexual, racial, and disability discrimination or harassment.
 - o. Creating an intimidating, hostile, or offensive educational environment.
 - p. Using, possessing, or displaying any location-restricted knives, clubs, knuckle devices, firearm silencers, or other prohibited weapons or devices, in violation of the law or College District policies and procedures, on College District property or at a College District sponsored or -related activity, unless written authorization is granted in advance by the District President or designee.
 - q. Engaging in gang-related activity and/or organized criminal activity at any College District facility or grounds. Such actions will subject a student to disciplinary penalties, while a student involved in illegal acts may be arrested and face criminal prosecution.
 - r. Failing to secure, misusing, or sharing College-Wide Identification (CWID) numbers, College District email accounts, restricted course registration numbers (CRNs), or other restricted access codes or passwords.
 - s. Repeatedly violating College District policies, procedures, or guidelines and/or repeating less serious breaches of conduct.
 - t. Misusing College District technology and/or using computing systems to harass others (including, but not limited to, sending, distributing, posting, or displaying offensive or threatening material, forging mail messages, and/or any violation of digital copyright laws resulting in demonstrable harm to the College District's network or disruption of classroom activities. These violations may result in the suspension of College District technology resource privileges and will be addressed as a formal disciplinary matter.
 - u. Gambling illegally in any form, at the College District, on College District property, or at any College District-sponsored activity.
 - v. Engaging in the disruptive use of electronic, digital media, telecommunication, and/or wearable devices (e.g., phones, smart watches, Fitbits, Bluetooth devices, tablets, etc.) during classes, labs, or other College District learning environments. In addition, all electronic, digital media, telecommunication, and/or wearable devices must be completely turned off (not in silent or vibrate mode) while taking examinations and prior to entering the College District's Testing Centers.
 - w. Failing to demonstrate respect for the privacy rights of employees, other students, and visitors, not complying with all regulations and laws regarding the protection of confidential information, and not complying with all College District regulations regarding the use of cameras and recording devices.
 - x. Engaging in hazing at the College District, on College District property, or at any College District-sponsored activity.
 - y. Smoking or using any tobacco product or other electronic smoking device (including personal vaporizers) on College District property.
 - z. Forging, altering, or misusing College District documents or records
 - aa. Unlawfully interfering with the exercise of expressive activities in common outdoor areas by others as permitted by Board policies.

It is the policy of the PTA Program for the Program Director to meet with the student to advise on the dismissal related to academic standards or professional behaviors. Once a dismissal from the program has occurred, the student has 5 days to file an appeal for the decision. Any appeals should be emailed to the Associate Dean of Health Sciences and Emergency Services, Araceli Solis, asolis@collin.edu. During the appeal process, the student may continue to attend courses and participate in the program. The student is responsible for any missed classes and assignments, and all program policies will remain in effect while the student is making an appeal decision. If the student chooses not to appeal or does not win the appeal, the student will receive an "F" grade for the course(s) related to the dismissal issue. The student must withdraw from the other courses following the Collin College course withdrawal procedure. If the "Last Day to Withdrawal" has passed for the semester, the Program Director will submit a Late Withdrawal Form for these courses. It is the student's responsibility to ensure the proper withdrawal procedure is followed.

DISCIPLINARY PROCEDURES

It is the policy of the PTA Program to attempt to work with students once a behavioral or professional behavior issue is identified, if it is not major or requiring immediate dismissal. The following procedures will be followed.

1. Upon determination of a student's inappropriate conduct, the faculty member who was involved will meet with the student to discuss the matter and inform the student of the specific conduct that is deemed inappropriate. The faculty member will indicate the expected behavior and provide the student feedback as needed. The faculty member will inform the PTA Program Director of the meeting via written communication.
2. If the behavior is observed again or the inappropriate conduct continues, the student will meet with the PTA Program Director to review the behavior. An action plan will be developed with a timeframe set for improvement. The action plan will be placed in the student's file.
3. If the student's conduct and behavior do not improve, the Program Director will complete an Incident Report and send it to the Dean of Students' Office. The Program will follow the college's process as outlined by the District Dean of Students Office Student Disciplinary Process. The Program Director can initiate an Incident Report at any stage of the disciplinary process.
4. If satisfactory improvement is not demonstrated by the timeframe set on the Program action plan or the plan/ruling from the Dean of Students, the PTA Program Director may dismiss the student from the program. Depending on the severity of the conduct or behavior, a student may be dismissed from the program at any point during the process.

DROPPING A COURSE

It is the policy of the PTA Program to dismiss a student who drops a course in the Program. All courses must be completed in the degree plan sequence. If a technical or general education course is not completed in the sequence identified in the curriculum outline, the student will be dismissed from the Program.

WITHDRAWAL FROM THE PROGRAM

It is the policy of the PTA Program to meet with a student seeking a withdrawal from the Program. Students considering withdrawal from the program should discuss the matter with the PTA Program Director and/or their academic advisor. Students need to follow Collin College policies and procedures regarding program and course withdrawal, which can be found in the Student Handbook. The student should review the readmission process before submitting a withdrawal.

A student is eligible for readmission into the PTA program once only.

All courses in the PTA curriculum must be completed within three years of entry into the program.

READMISSION PROCESS

It is the policy of the PTA Program to consider readmission of students who have been dismissed or withdrawn from the program if they choose to seek readmission. The following is the procedure to be considered for readmission:

1. The student must request readmission to the program in writing and submit a current PTA Program application for admission via email to the Program Director.
2. To be considered for readmission, the request for readmission and PTA Program application must be received by the due dates for the next upcoming cohort posted on the Program's website.
3. The Program Director and faculty will determine the appropriateness for readmission on a case-by-case basis, considering factors such as the student's status at the time of exit from the program, the reason for program withdrawal, justification for readmission, adequacy of program space, and staffing levels.
4. If the Program Director and faculty approve moving forward, the student will be invited to participate in the interview process and writing activity of the current admission class. Previously submitted recommendations, observation hours, TEAS testing scores, and other admission requirements will be used to determine the current admission score, along with the scores from the current interview and writing activity. The student's overall rubric score will be considered for admission into the program. If the student is within the top 24, they will be readmitted into the Program.

Once readmitted into the PTA Program, the following procedures will be followed:

1. The student must follow the program's policies and procedures consistent with their readmitted academic year.
2. Students will be required to complete an examination on each course completed before they were dismissed or withdrew from the program. A minimum score of 75% on each examination is required. If the student scores a "75" or above on the examination, they will not need to retake the course. If the student does not pass, the student will retake the course once readmitted.

3. Students must demonstrate competency in all previously learned and passed skills checks before they were dismissed or withdrew from the program. If the student cannot pass all the skills checks for a course, the student will need to retake the course.
4. If the course content differs from when the student initially took a course before being dismissed or withdrawing from the program, the student must complete all course syllabi objectives and goals and pass all skill checks, quizzes, and exams for the new information. PTA faculty will develop appropriate materials to meet the new or revised objectives.

PROFESSIONAL APPEARANCE

In the interest of safety and professionalism, students are expected to adopt the following professional appearance behaviors during lab, skill checks, practical exams, and field trips:

1. No caps/hats or sunglasses allowed
2. Fingernails must be trimmed and clean and not extend past the tip of the finger. Acrylic nails are an infection control risk and will not be allowed.
3. No excessive makeup or brightly colored nail polish will be allowed
4. No excessive jewelry; overall, it should be kept to a minimum.
5. No visible face or mouth jewelry/piercings other than the small earrings for ears.
6. Good hygiene is necessary, with no offensive body odors or smell of tobacco.
7. No strongly scented lotions, perfume, or cologne.
8. Hair should be well-groomed and out of the face.
9. Students should be neat and clean and wear appropriate clothing based on the activity.
10. Undergarments or private body parts must not be exposed.

DRESS CODE

Lecture: For lecture classes, students are allowed to dress comfortably, following the professional appearance standards listed above.

Lab: For lab classes, students should be dressed in the PTA Program scrubs with the PTA logo scrub top and matching black scrub bottoms. Students should wear athletic or gym shoes with clean socks. Students should also have a t-shirt and shorts available for each lab. Not donning the appropriate lab attire will result in a tardy for the class and the student being sent to obtain the proper clothing. If the clothing is not available, the instructor may ask the student to leave for the day, and an unexcused absence will be recorded.

Guest Speakers, Lunch and Learns, and Field Trips: For these events, students are expected to don the PTA polo with nice pants (no denim or shorts) and closed-toe shoes. Not donning the appropriate attire will result in a tardy for the class and the student being sent to obtain the proper clothing. If the clothing is not available, the instructor may ask the student to leave for the day, and an unexcused absence will be recorded.

Exceptions to the PTA dress code may be made for religious, cultural, or medical reasons. Any exception request must be reviewed with the Program Director.

ATTENDANCE

The Collin College PTA Program expects students to participate in all scheduled classes, laboratories, and clinical education experiences. The program faculty members ensure that all PTA students have an adequate background, including competence in technical skills. The faculty must ensure that each student can utilize these skills and knowledge safely, competently, and professionally. Learning experiences in the PTA Program are arranged sequentially to ensure that new information, knowledge, and skills are integrated with previously introduced material. In addition, the curriculum includes opportunities for collaborative learning, where interaction between and among students and faculty is a critical component of the student's education. Therefore, these learning experiences cannot be repeated, and attendance is a professional responsibility. Due to the rigorous nature of the PTA program, attendance in all course lectures, laboratory, and clinical experiences is required. Absences happen due to life events, illnesses, and emergencies, but attendance is a must in the program. Some absences may be excused and others unexcused.

Excused absences would be for a personal or family medical emergency or a death in the family. The student must provide documentation of such an event. For example,

1. If missing due to illness, a doctor's note is needed, matching the date of absence
2. If missing due to a family medical emergency, a doctor's note matching the date of absence or other note related to the emergency may be accepted
3. If missing due to car trouble, a receipt from an auto repair shop matching the date of absence may be accepted; however, a receipt with routine auto maintenance (oil change, checking tire pressure, etc.) would not be accepted

There may be other reasons an absence is excused, like religious holidays, court appearances/legal obligations, accidents, etc. Documentation will always be required, and the instructor of each course determines if the absence is excused.

A student will be considered absent if they are over 15 minutes late for class, even if they arrive after 15 minutes and remain in the class until the end. The absence will be unexcused.

All excused absences must have prior notification with the course instructor. If an absence is anticipated, the **student** must notify the instructor in person or by phone/e-mail **before** the scheduled class to be considered excused. Messages sent by other students, family members/friends are not acceptable. The student is responsible for notifying the instructor of the reason for the absence. Speaking to an instructor about an absence after the occurrence will not be considered excused and will count as unexcused.

Vacations, work, and sports tournaments are not routinely excused absences. If the student has a pre-planned event, the student should check with the instructor to determine the appropriate course of action and whether the absence would be considered excused. The course instructor has the right not to approve the student's reason for being absent from class.

Unexcused absences include missing class for no apparent reason; not attending because you don't feel good, you are tired, your clothes don't match, etc., missing class without prior approval; failing to provide adequate documentation for the absence, etc.

If an excused absence causes the student to miss daily work, such as quizzes, lab activities, presentations, scheduled exams, or any assignment in the course, these may be made up with or without a point deduction at the instructor's discretion. If a student has an unexcused absence, causing the student to miss daily work, such as quizzes, lab activities, presentations, or a scheduled exam, it is the course instructor's discretion whether to allow make-up work/exams with or without a point deduction. The instructor will decide the time and method of make-up examinations individually. Even if a student does not receive credit for a missed assignment due to an unexcused absence, all coursework must be completed and turned in to pass the course.

Any student who has three unexcused absences in one didactic course will receive an automatic reduction in the final letter grade, which could jeopardize standing in the program.

Once a student reaches three absences (excused or unexcused) in one course, the instructor will inform the Program Director. The student, instructor, and Program Director will meet to discuss the absences and develop an action plan to decrease further absences and ensure coursework is being completed promptly, efficiently, and effectively.

If a student has five absences in one course (excused or unexcused), the Program Director will meet with the faculty to determine if the student should continue in the Program. The student may be dismissed from the program due to absences, or an action plan may be developed to address the absence issue.

Attendance reflects professional behavior, and issues with absenteeism could result in dismissal from the program.

TARDIES

A tardy is defined as arriving late for class (up to 15 minutes late), leaving class early, not being prepared for class (dress code, supplies, etc.), or being asked to leave class due to disruptive behavior (sleeping, disrespect to others, etc.). It is the student's responsibility to adjust their travel time to anticipated weather conditions or traffic delays to ensure that the student arrives at school or clinical on time for class. Traffic delays due to construction or weather are not routinely excused for tardiness. The course instructor has the right not to approve the student's reason for being tardy for class.

All excused tardiness must have prior notification with the course instructor. If a tardy is anticipated, the **student** must notify the instructor in person or by phone/e-mail **before** the scheduled class to be considered excused. Messages sent by other students, family members/friends are not acceptable. The student is responsible for notifying the instructor of the reason for the tardy. Speaking to an instructor about a tardy after the occurrence will not be considered excused and will count as unexcused. It is the course instructor's discretion to determine if the tardy is excused or unexcused; prior notification does not guarantee the tardy will be excused.

If an excused tardy causes the student to miss daily work, such as quizzes, lab activities, presentations, scheduled exams, or any assignment in the course, these may be made up with or without a point deduction at the instructor's discretion. If a student has an unexcused tardy causing the student to miss daily work, such as quizzes, lab activities, presentations, or a scheduled exam, it is the course instructor's discretion whether to allow make-up work/exams with or without a point deduction. The instructor will decide the time and method of make-up activities and examinations individually. Even if a student does not receive credit for a missed assignment due to an unexcused tardy, all coursework must be completed and turned in to pass the course.

A tardy would be excused for a personal or family medical emergency. The student must provide documentation of such an event. There may be other reasons a tardy is excused, but documentation is required, and the instructor of each course determines if the tardy is excused.

Two instances of unexcused tardiness in one course will equal one unexcused absence for the course.

Once a student reaches three unexcused tardies in one course, the instructor will inform the Program Director. The student, instructor, and Program Director will meet to discuss the tardies and develop an action plan to decrease further tardies to ensure coursework is completed promptly, efficiently, and effectively, and minimize class disruptions. The instructor can also initiate a meeting to discuss excessive excused tardies (usually three or more).

Being on time for class and not causing disruptions reflect professional behaviors, and issues with tardiness could result in dismissal from the program.

STUDENT RETENTION

The PTA Program has adequate faculty, resources, and facilities to meet the accreditation requirements and provide the education needed for success. If a PTA student has academic difficulty, they are encouraged to talk to the PTA Program faculty or their PTA program advisor to seek guidance and assistance. Services for tutoring, as well as academic and personal counseling, are available on campus. The PTA Program faculty want all students to succeed and are willing to help. The PTA program faculty will do everything they can to help students succeed and graduate, but ultimately, the students are responsible for their academic success.

The staff will commit to the following while maintaining the academic standards and integrity of the Program:

1. Provide clear, concise, and timely feedback on assignments, tests, quizzes, and simulation exams
2. Answer all questions addressed during lecture, lab, and over email
3. Have available office hours and appointment times to address any questions or concerns
4. Meet with students who do not pass an assignment to determine the best course of action
5. Encourage study sessions, including test reviews, peer reviews, and study groups
6. Use a variety of teaching methods to ensure learning is taking place
7. Faculty advisers or the Director of the Program will meet with students once a semester to discuss the Program and academic success.

The PTA Program is a full-time program, and working while enrolled will be difficult. A student may have a part-time job, but working full-time is not recommended. Students must take an active role in learning and invest a full-time effort to succeed. Students should follow these guidelines to facilitate success in the Program:

1. 100% attendance for lectures, lab, simulations, and clinical rotations
2. Turn assignments in when due
3. Ask questions. If you don't know or you don't understand, ask
4. Read passages assigned ahead of time and be prepared to discuss them in class
5. Review class notes and assigned reading passages every day
6. Arrange study groups and peer study sessions
7. Schedule a time to meet with faculty if a concept is not understood or an assignment is not successful
8. Ask for help- other students, faculty
9. Study, study, study
10. Practice, practice, practice
11. Take care of yourself by focusing on time management techniques, stress management techniques, proper sleep time, proper nutrition and fluids, and exercise.

RESCHEDULING OF CLASSES

Occasionally, classes may need to be rescheduled due to weather-related issues, facility issues, instructor illness, or personal emergencies. It is the policy of the PTA Program to reschedule the class via another date and time or online to ensure credit hours are maintained and instructional content does not fall behind. It is the student's responsibility to ensure they can attend the make-up session. If the student cannot attend, they should meet with the instructor as soon as possible to develop a plan to address the rescheduled class.

If a faculty member must cancel a class session, they must notify the Program Director. The Program Director or instructor will notify the class via email and on Canvas of the cancellation. The make-up date or activity will be communicated via email and Canvas.

PROGRAM AND COURSE COMMUNICATION

Program information will be communicated via the Collin College email system. Specific course information should be communicated within the Canvas mail system for each course. It is the students' responsibility to set up alerts from Canvas on their smartphones and access their Collin College emails. It is recommended that students check their emails several times a day, beginning in the morning and later in the evening, to avoid missing important information and updates. Please allow up to a twenty-four-hour response time when communicating with the Program Director or faculty.

FOOD AND BEVERAGES

No food or beverages are allowed in the PTA Program Laboratory or PTA lecture classrooms during class, or during open lab time, except for beverage containers with lids and beverage bottles with closeable lids.

LAB

Many of the PTA technical courses have a lab component. The lab is designed to reinforce areas covered in the lecture and to assist students with learning PTA-related skills. Professional behavior is expected at all times during lab courses and activities.

1. All lab sessions will begin promptly at the scheduled start time. Students should change into lab attire before class starts. Students arriving late or not prepared for class may receive an unexcused tardy or absence.

2. Changing areas are the respective Men's/Women's restrooms near the PTA Program Lab.
3. Lab attire must be worn for lab classes. If lab attire does not need to be worn on a specific day, PTA faculty will inform students beforehand. PTA Program scrubs and athletic shoes should be worn at all times unless advised differently by the course instructor. At times, the lab instructor may recommend wearing the following: Men- loose-fitting shorts and shirts, swimsuits; Women- loose-fitting shorts and shirts, swimsuits (open back), sports bras, or open-back halter tops under shirts. Warmer clothes are also appropriate in colder weather as long as the appropriate attire is worn underneath. Patient gowns will be available to students if they don't have their lab clothes.
4. During lab sessions, students will role-play either patients or PTAs during practice sessions. **STUDENTS SHOULD BE PREPARED TO EXPOSE THE ENTIRE TREATMENT AREA.** Privacy will be respected, and modesty will be retained as appropriate using draping methods.
5. Students should be prepared for lab class by bringing appropriate texts, equipment, and course notes.
6. The lab should be kept clean at all times. Dirty linens and equipment used should be properly stored before leaving. Treatment tables and chairs should be returned to their proper place. All tables and equipment should be wiped down with the appropriate cleaner after use.
7. Students who miss the lab will be required to make up the lab. Please refer to each course syllabus for specific details.
8. Except for closed beverage containers, no food or beverages are allowed in the PTA Program Laboratory during lab or open lab time.
9. Gloves and masks are available for all students if needed. Infection control procedures and standard precautions should be followed.

CONFIDENTIALITY

It is the policy of the PTA Program to maintain privacy and confidentiality for students, faculty, and staff. All student and faculty conversations regarding grades, student performance, clinical performance, personal /private issues, disciplinary actions, etc., should be performed in private or assigned office space.

All students will sign a Confidentiality Form at the beginning of the Program. This agreement addresses privacy and confidentiality during the Program and maintains the privacy and confidentiality of patients during all off-site clinical activities and clinical experiences.

The PTA Program will maintain privacy/confidentiality in the following manner:

1. No grades will be posted or provided via email or phone. All grades will be posted in Canvas, which is password-protected and username-protected. Students may access their Canvas account to obtain grade information.
2. All exams, quizzes, and assignments will be returned in a manner that does not expose the grade.
3. Feedback is provided after skill checks and practical exams with only the student and instructor(s) present. When necessary or helpful, instructors will obtain permission if they would like to provide feedback in front of other students.
4. Requests for student information from any government agency will be referred to the Registrar's Office.
5. Students will sign a confidentiality agreement that applies to maintaining the privacy and confidentiality of patients during all clinical experiences.
6. Providing training on confidentiality and FERPA at the student orientation before the program begins.
7. Providing training on the Health Insurance Portability and Accountability Act (HIPAA) during the first technical semester.

HIPAA

During the program's first semester, all students will be instructed in HIPAA policies and procedures for properly using and handling confidential patient/client information. Students will be tested on the information.

FERPA

The program abides by the institution's FERPA policy. Collin's policy for maintaining the confidentiality of student academic records is detailed on the FERPA section of the Collin College website.

<https://www.collin.edu/register/ferpa.html>

Faculty members' responsibility as it relates to this legislation is to understand that the official records regarding a student (including grade books, papers/assignments that students have submitted, and any other record that is maintained that is directly related to the student) would be considered education records and are protected by FERPA. Faculty cannot share this information with others, including the student's parents, spouse, classmates, or legal authorities, without the student's consent. All major examinations and assignments related to each course will be maintained in the Canvas learning management system.

The PTA Program maintains files that include department/student forms, consent forms, liability waivers, contracts, and correspondence. These files are maintained for all students and are stored in a locked file cabinet in the Program's office or on a secure, comprehensive enterprise content management system.

Students may review the contents of their file by scheduling a meeting with the Program Director.

Information will be maintained for seven years after graduation. After seven years, the files will be destroyed.

If a student has a complaint related to confidentiality, they are encouraged to follow the complaint process to address the issue.

ELECTRONIC DEVICES

Smartphones, cell phones, and other electronic devices that may disrupt the classroom must be put away (in a backpack, pocket, purse, etc.) during lecture and lab periods and off-campus labs and learning experiences. Students can check their phones for messages during scheduled breaks or between classes. If students have an emergency and are waiting for a call, the instructor must be notified before class, and the device must be silenced. There may be times when smartphones are used for learning activities at the instructor's discretion.

Calculators may be allowed to take specific quizzes/tests/exams with permission from the instructor.

Smartphones, cell phones, or other internet, recording, or messaging devices are prohibited during testing.

Audio or video recording of lectures, laboratory sessions, etc., may only be performed with the expressed permission of the instructor.

iPads and tablets are allowed in class for note-taking but not for taking quizzes or examinations. These devices are also not allowed for skills checks.

Violations will be addressed per the program's handbook, Collin College's Student Code of Conduct, and professional behavior standards for the program.

LAPTOPS

Students are expected to have a laptop computer to complete assignments in class, access Canvas, and complete quizzes and tests. The laptop should have wireless capability and a basic Microsoft Office package, including Word, Excel, and PowerPoint. Collin College provides students with Office 365, which allows students to install the latest version of Microsoft Office on up to five personal-owned PC or Macs. This access also allows access to Microsoft Office apps for iOS and Android devices.

INFORMED CONSENT

All students in the PTA program will sign a Student Informed Consent and Release form at the orientation session. The forms cover informed consent for the duration of the Program or all classroom and laboratory classes. Students are expected to participate in all classroom and laboratory classes and have a variety of physical therapy procedures performed on each other.

PHOTOGRAPHY/VIDEOTAPING

Students will be photographed or recorded occasionally during classroom, lab activities, and field trips. The photographs and videos may be used for program social media, marketing, or educational purposes. Students will complete a Photography, Imaging, and Interview Form at the orientation session. The form will remain in effect for the duration of the PTA program from the date it is signed.

SOCIAL MEDIA

A student's online presence reflects upon the reputation of Collin College and the PTA Program. Students must maintain a professional presence in the online world. For the safety and privacy of students, faculty, and staff, no video recording, audio recording, or photography by PTA students is allowed unless permission has been granted in writing. Confidential, proprietary, or identifying information about the PTA Program, its

faculty/students, clinical facilities/personnel, and patients must not be shared. Sharing information without patient consent is a HIPAA violation, which is a federal offense. Violating this policy and HIPAA guidelines may result in dismissal from the Program, and the violator may face fines and/or criminal penalties. Do not use external social networking/media sites to perform program-related duties or share program/clinical-related documents with others. Behavior and content deemed disrespectful, dishonest, offensive, harassing, or damaging to the Program, and the College's interests or reputation are not permitted. Do not use private social media accounts to share program-related information on quizzes, tests, lab competencies, or clinical data, including photographs or videos. The PTA Program and Collin College intellectual property may not be used on websites or social networking/media outlets, nor can they be shared outside the Program. Students must not use the program name in their identity (i.e., user name, screen name). Any of the issues mentioned can violate the Student Code of Conduct and the professional behavior requirements of the program.

Recommended guidelines for appropriate online behavior:

1. Keep your personal and professional lives separate to help protect your privacy.
2. True anonymity does not exist in the online world. Students should remember to post anonymously or to a private group. You never know who is near the person you text or send information to via apps.
3. Respect the Health Insurance Portability and Accountability Act and privacy policies. Please be aware that patient charts are audited routinely to determine who accessed them and why.
4. Be transparent. Use good judgment, and do not misrepresent yourself.
5. Keep opinions appropriate and polite. Disengage from dialogues politely. Never participate in social media when discussing a topic that might be considered a crisis.
6. Do not participate in harassment, including obscene language or threatening statements.
7. When in doubt about posting a comment or image, don't! What you publish is widely accessible and will be around for a long time, so consider the content carefully. The internet has a long memory.

ESSENTIAL FUNCTIONS

Physical Therapist Assistant students must be able to perform essential functions during participation in the PTA program. Standards have been adopted to provide safety and quality care for patients. The standards reflect reasonable expectations of the PTA student for the performance of common physical therapy functions. If a student is not able to perform a required physical function, they may be dismissed from the program. Please refer to the Essential Functions list (Appendix).

COMPLAINTS AND APPEALS

It is the policy of the PTA Program to allow timely, fair, and impartial procedures at the program or institutional level for the adjudication of a variety of issues, including, but not limited to: (1) faculty, staff, and student violations of published standards of conduct, (2) appeals of decisions related to faculty and staff hiring, retention, merit, tenure, promotion, and dismissal, and (3) appeals of decisions related to student admission, retention, grading, progression, and dismissal. The policy of the PTA Program is that the complaints and appeals processes be applied consistently and equitably.

GENERAL COMPLAINTS OUTSIDE DUE PROCESS

The PTA Program and Collin College have a complaint process for prospective students, clinical education sites, employers of graduates, community members, and the general public. To file a complaint against the PTA Program, Program faculty, PTA student, or PTA graduate, please submit it in writing and email it to the Program Director, Michael Cox, at mcox@collin.edu. A complaint/grievance can also be filed using the following link. <https://www.collin.edu/hr/complaints/index.html>. The PTA Program will investigate the complaint with assistance from the Health Sciences and Emergency Services Associate Dean and the Dean. A record of the complaint and disposition will be kept on file in the PTA Program Director's Office.

STUDENT COMPLAINTS

It is the policy of Collin College's PTA Program to work with students in finding a fair and just solution to problems that may arise, including grievances, questions, misunderstandings, or discrimination. Students are urged to first take their issues to the course instructor where the problem occurred. The informal grievance process is encouraged. The process is as follows:



1. Take the complaint to the individual first.
2. In rare cases where a student cannot take the complaint to the individual or if the student has already communicated with the individual without resolution, the instructor will need to be involved. The instructor will follow up on the situation.
3. If the situation involves the instructor, please talk to your instructor first. If the grievance remains unsolved, take the issue to the Program Director. After an investigation, the Program Director will seek a resolution plan.
4. If the situation remains unsolved, the issue can be taken to the Associate Dean or Dean of Academic Affairs, Health Sciences and Emergency Services Division.

Araceli Solis, Associate Dean
 Phone: 972-548-6706
 Email: asolis@collin.edu

OR

Michelle Millen, Dean
 Phone: 972-548-6677
 Email: mmillen@collin.edu

If the situation remains unresolved, the issue would then be addressed by the Provost for the Health Sciences and Emergency Services Division.

Mark Smith, Ph.D., McKinney Campus Provost
 Phone: 972-548-6800
 Email: masmith@collin.edu

5. If a matter cannot be resolved informally, a formal complaint may be filed under Board policy FFDB (LOCAL) within 20 academic calendar days of the time the student knew or should have known of the alleged incident or event giving rise to the incident.

ACCREDITATION COMPLAINTS

Complaints regarding the Accreditation of this program should be addressed to the Commission for Accreditation for Physical Therapy Education (CAPTE). The contact information for CAPTE is 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305- 3085; phone: 703-706-3245; accreditation@apta.org

Unresolved complaints or complaints about the PTA Program Director should be directed to the Associate Dean of Academic Affairs of the Health Sciences & Emergency Services.

All complaints, including the nature of the complaint and disposition, will be documented and kept on file at the program facility.

Students who believe they have experienced prohibited discrimination, harassment, or retaliation, or believe that another student has experienced prohibited conduct, are encouraged to contact the ADA/Section 504 Coordinator at 972.881.5903 or by email at lqualia@collin.edu, and/or file a formal complaint.

No retaliation will occur by the college or program due to filing a complaint or appeal.

LUNCH AND LEARN

During the Fall semester of each year, the Program will host a Lunch and Learn series. It will be held in the PTA Lab on most Fridays during the semester from 12:00 PM – 1:00 PM on the scheduled dates. A schedule will be provided at the orientation session for the semester. Students from all cohorts are required to attend the series. A student will be allowed one excused absence (as defined in the attendance policy). If a student has an unexcused absence or more than one excused absence, the student will need to complete an assignment related to the topic of the Lunch and Learn for the missed date. The assignment could be a research project, volunteer or observation hours, or other assigned activity by the Program faculty. If a student misses two or more Lunch and Learn dates, either excused or unexcused, or does not complete the required make-up activity due to an absence, the student will be considered in violation of Professional Behavior, which may result in dismissal from the Program.

IV. SAFETY AND SECURITY POLICIES

EQUIPMENT AND LAB SAFETY

The PTA Program follows the following guidelines and policies to ensure students and faculty are safe when using program equipment.

1. All classroom and lab equipment is the property of Collin College and is not for personal use. Students must exercise safety and good judgment when using all college equipment.
2. The use of program electrical equipment or the practice of skills involving electrical equipment can only be performed with faculty supervision. Electrical equipment can be used, but not plugged in, during unsupervised lab practice if the student has passed their faculty skill check with that equipment.
3. All lab equipment and supplies must be returned to their proper storage place after use. No equipment may leave the lab without faculty approval.
4. Equipment instructions and user manuals are kept in the PTA Program Laboratory and can be accessed as needed.
5. Students will inform faculty of any damaged, faulty, or broken equipment as soon as it is noted. Faculty will inform the Program Director of any damaged or faulty equipment.
6. Any damaged, faulty, or broken equipment will be removed from the lab and tagged as not functional.
7. Program faculty and skills instructors will inspect all equipment before each semester.
8. An outside biomedical vendor will test and calibrate all electrical equipment annually. All equipment will be labeled after testing and calibration. The annual inspection calibration record will be kept in the PTA Program Director's office.
9. Unsafe performance in any course, practical examination, or skill check may result in a failing grade even if adequate points for passing the course, practical exam, or skill check were earned.
10. PTA Program students must maintain up-to-date adult, child, and infant CPR certification for healthcare providers
11. No horseplay or roughhousing will be tolerated in the lab.
12. All students and faculty will practice standard precautions during labs. Personal protective equipment is available as needed.
13. All equipment and table surfaces will be cleaned with the appropriate cleaner after use. Students and faculty will don gloves when using the cleaner and practice proper hand hygiene after use.
14. All soiled linen must be placed in the marked soiled linen cart located in the lab. When working with soiled linen, all students and faculty should don gloves and practice hand hygiene after removing the gloves.
15. All hazardous substances located in the lab have an SDS information sheet. The SDS Binder is located in the lab.
16. Emergency exit routes are marked by signs above the doors
17. Medical waste containers are available in the lab for any needles, sharp objects, or glass that have come in contact with biohazard waste.
18. All injuries, accidents, spills, strange occurrences, or safety concerns should be promptly reported to the instructor.
19. All PTA students will review and sign the Health Sciences Student Laboratory Agreement and Safety Procedures form.

GENERAL SAFETY AND SECURITY

Students will follow college policies for emergency and safety procedures. These policies can be found in the Collin College Student Handbook. Faculty will review emergency and safety procedures on the first day of each class.

If there is an emergency on any Collin College campus, immediately contact the Collin College Police Department at 972.578.5555 or extension 5555 from any campus phone. If it is a life-threatening medical emergency, go to the nearest telephone and dial 911, then contact the Collin College Police Department at 972.578.5555 or extension 5555 from any campus phone.

COUGAR ALERT

CougarAlert is a free service for Collin College employees and students enrolled in for-credit or dual credit classes and are automatically subscribed with their Collin email and primary phone number. All faculty and students are encouraged to log in and update their preferences.

When an emergency occurs, the CougarAlert system can deliver email, text, and voice messages to students and employees within 90 seconds. CougarAlerts are issued during emergencies that necessitate unscheduled campus or district closures or evacuations. These include, but are not limited to, weather-related closures, power outages, police emergencies, catastrophes, and hazardous exposures. CougarAlerts will not be used for promotional purposes or scheduled closures, such as holidays.

In addition to CougarAlerts, Collin College shares emergency and closure information on its website and official social media channels.

STANDARD RESPONSE PROCEDURES

Collin College utilizes the I Love U Guys Foundation's Standard Response Protocol (SRP) to ensure a clear, consistent, and action-based approach to emergencies. This aligns our response procedures with local School Districts, promoting seamless coordination between K-12 schools, first responders, and our college community. Using a shared language for emergencies enhances safety, reduces confusion, and improves response efficiency across campuses.

- **Shelter.** Immediately relocate to an identified shelter location on the first floor when you receive a CougarAlert indicating a Tornado Warning. Remain calm and await further instructions.
- **Evacuate.** Immediately relocate at least 300 feet from the facility during a fire alarm, gas leak, or bomb threat, or when directed. Remain calm and await further instructions.
- **Lockdown.** AVOID - DENY - DEFEND. When you receive an indication or alert of an active attack, avoid the area if possible. If not, then deny entry by locking or blocking doors. Defend yourself if needed. Remain calm and await further instructions.
- **Hold.** Remain in your area until all is clear. Await further instructions.

CRIMINAL ACTIVITY

If a student, faculty, or staff member is the victim of, or a witness to, criminal activity, they should call the Collin College Police Department at 972.578.5555 or extension 5555 from any campus phone. Be sure to provide the dispatcher with your name, the location of the incident, the type of criminal activity, and a phone number where you can be contacted for additional information. If the Collin College Police Department instructs, dial 911 and report the criminal activity to emergency services. Do not attempt to interfere with the activity except in the case of self-defense or self-preservation.

MEDICAL EMERGENCIES

Dial 911 for medical emergencies and call the Collin College Police Department at 972.578.5555 or extension 5555 from any campus phone. Give the dispatcher your name, the location of the emergency, and the type of emergency. Automated external defibrillators (AEDs) and first aid kits can be found in various places on each campus. While on campus, students, faculty, and staff should make themselves aware of these locations. An AED is located in the lobby of the PTA lab. A first aid kit is located in the PTA lab.

STUDENT RECORDS

Student records are maintained in the PTA Director's office in a locked file cabinet and on an online document storage system provided by the College. The PTA Program maintains files that include department/student forms, consent forms, liability waivers, contracts, and correspondence.

Students may review the contents of their file by scheduling a time with the PTA Program Director.

Information will be maintained for seven years. After seven years, the files will be destroyed. The program abides by the institution's FERPA policy.

All records related to a specific course are maintained in the Canvas course shell for the specific course.

V. FACILITY AND SERVICES

OPEN LAB

The PTA lab will be open at times to allow students access for practice and studying. Open lab times for each semester will be posted on the bulletin board outside the lab and in the syllabus for each course. The PTA Program faculty is not scheduled to be present during open lab times. When the lab is closed, students are not allowed to be there without permission. The Equipment and Lab Safety policy should be observed at all times.

Electrical Equipment

The use of program electrical equipment or practice skills involving electrical equipment can only be performed with faculty supervision. Electrical equipment can be used, but not plugged in, during unsupervised lab practice if the student has passed their faculty skill check with that equipment.

LECTURE ROOMS

Collin College lecture rooms will be assigned for PTA lecture coursework each semester. The lecture rooms will be reviewed at the orientation, posted in Canvas, and on the syllabi. At times, the PTA lab may also be used for lectures. After the lecture, students should throw all trash away, ensure clean desks, and push chairs/stools under the desk or table. The room should be ready for the next class. Professional behaviors are expected to be observed at all times.

STUDY AREAS

Study areas are located throughout the Collin College Frisco Campus. The library has numerous areas, including areas for individual and group study. Other common areas include the PTA Lab lobby, the Rehabilitation Aide classroom and lab, and the IT Center. After study sessions, students should throw all trash away, ensure desks are clean, chairs/stools are pushed under the desk or table, and the area is cleaned and straightened. The area should be ready for the next person or group to use. Professional behaviors are expected to be observed at all times.

ACADEMIC SUPPORT

The PTA Program provides academic support to the students through the use of faculty academic advisors, open lab time, faculty office hours, adjunct faculty office hours (in-person or Zoom), additional resources such as textbooks, journal articles, etc., and access to the students in the class one year ahead of the current students.

The college provides tutoring through the Anthony Peterson Center of Academic Assistance. Specific tutoring is available for math and writing.

The PTA Program uses physical therapy-specific software and video resources (Scorebuilders, Physio-U, and International Learning Center (ICE)) to assist students with learning concepts and skills.

The college has Counseling Services available to students to assist with academic support, including resources for time management, stress management, academic concerns, general wellness, and mental health issues. The program invites the Counseling Services team to participate in Lunch and Learns, and faculty are free to refer students to the Counseling Services team as warranted.

PERSONAL SUPPORT

Collin College aims to support the students' success by offering counseling services to help maintain a safe and healthy learning environment. Students seek counseling for a variety of reasons, which may include but aren't limited to: depression, anxiety, relationship issues, trauma, general wellness, domestic violence/abuse, academic concerns, alcohol/drug addiction, gender identity, eating/body image, stress, etc.

Mental health counseling is available through Counseling Services at the college. Appointments can be requested by email, phone, or the available HIPAA-compliant portal on the Counseling Services website.

Counseling Services also offers seminars on a variety of wellness topics throughout the semester, with a schedule available on their website.

HEALTH AND WELLNESS SUPPORT

Collin College offers access to 24/7 medical and mental health support for all enrolled students through TimelyCare. There is no cost to enrolled Collin College students.

To promote physical activity and wellness, fitness centers are located on several campuses, including the Frisco Campus. Most campuses also offer participation in intramural sports, offering recreational sports and activities to promote healthier lifestyles for students.

TECHNICAL SUPPORT

Technical support is available for students 24 hours a day, 7 days a week. Students can call or submit an email for technical support. Support is available for CougarWifi, OneLogin, Office 365, Canvas, etc. The eLearning Center (eLC) is a department that helps students with online learning experiences and provides Canvas support. Students are encouraged to contact the eLC during their scheduled hours or technical support for questions related to technical issues regarding online access to Canvas or any online learning access issue.

DISABILITY SERVICES

Students with documented disabilities may request reasonable accommodations. The ACCESS (Accommodations at Collin College for Equal Support Services) Office provides support to eliminate barriers. They offer a variety of services that offer equal opportunities for qualified students with a disability. You must be admitted to Collin College before you apply for services. Students should contact the ACCESS Office for services.

FINANCIAL AID

Collin College offers a variety of programs and services to assist students with financial aid. Students should contact the Financial Aid Office for more information.

LIBRARY

The Collin College Libraries offer services to promote learning in the PTA Program. These services include electronic resources such as online journal access, streaming media, ebooks, monographs, database access to health science-specific databases, database access to government resources, and database access to consumer-level materials. The library subscribes to various streaming platforms to ensure students have resources for health science programs in video formats. An array of print materials and access to physical therapy-related journals are available. A library liaison has been assigned to the PTA Program, and the library has created a LibGuide for the PTA Program.

APPENDIX

STANDARDS OF ETHICAL CONDUCT FOR THE PHYSICAL THERAPY ASSISTANT

The Collin PTA Program promotes and produces ethical physical therapy assistant graduates. The following is a guide for ethical conduct produced by the APTA for PTAs and applied in our Program.

Standards of Ethical Conduct for the Physical Therapist Assistant HOD S06-09-20-18 {Amended HOD S06-00-13-24; HOD 06-91-06-07; Initial HOD 06-82-04-08}

Preamble: The Standards of Ethical Conduct for the Physical Therapist Assistant (standards of Ethical Conduct) delineate the ethical obligation of all physical Therapist Assistants as determined by the House of Delegates of the American Physical Therapist Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients/clients to achieve greater independence, health and wellness, and enhanced quality of life.

No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the Standards of Ethical Conduct guidance may not be definitive.

Standard #1: Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals.

1A. Physical therapist assistants shall act in a respectful manner towards each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition or disability.

1B. Physical therapist assistants shall recognize their personal biases and shall not discriminate against others in the provision of physical therapy services.

Standard #2: Physical therapists assistants shall be trustworthy and compassionate in addressing the rights and needs of patients/clients.

2A. Physical Therapists assistants shall act in the best interest of patients/clients over the interest of the physical therapist assistant.

2B. Physical Therapist Assistants shall provide physical therapy interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients/clients.

2C. Physical therapist assistants shall provide patients/clients with information regarding the interventions they provide.

2D. Physical therapist assistants shall protect confidential patient/client information and, in collaboration with the physical therapist, may disclose confidential information to appropriate authorities only when allowed or as required by law.

Standard 3: Physical therapist assistants shall make sound decision in collaboration with the physical therapist and within the boundaries established by laws and regulations.

3A. Physical therapist assistants shall make objective decision in the patient's/client's best interest in all practice settings.

3B. Physical therapists assistants shall be guided by information about best practice regarding physical therapy interventions. 3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient/client values.

3D. Physical therapist assistants shall not engage in conflicts of interest that interfere with making sound decisions.

3E. Physical therapist assistants shall provide physical therapy services under the direction and supervision of physical therapists and shall communicate with the physical therapist when patient/client status requires modifications to the established plan of care.

Standard #4: Physical therapist assistants shall demonstrate integrity in their relationships with patients/clients, families, colleagues, students, other health care providers, employers payers, and the public.

4A. Physical therapists assistants shall provide truthful, accurate and relevant information and shall not make misleading representations.

4B. Physical therapist assistants shall not exploit persons over whom the have supervisory, evaluative or other authority (e.g. Patients/clients, students, supervisees, research participants or employees)

4C. Physical therapist assistants shall discourage misconduct by health care professionals, and report illegal or unethical acts to the relevant authority, when appropriate.

4D. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable adults to the supervising physical therapist and the appropriate authority subject to law.

4E. Physical therapist assistants shall not engage in any sexual relationship with any of their patients/clients, supervisees, or students.

4F. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.

Standard #5: Physical therapist assistants shall fulfill their legal and ethical obligations.

5A. Physical therapist assistants shall comply with applicable local, State, and federal laws and regulations. 5B. Physical therapist assistants shall support the supervisory role of the physical therapist to ensure quality care and promote patient/client safety.

5C. Physical therapist assistants involved in research shall abide by accepted standards governing protection of research participants.

5D. Physical therapist assistants shall encourage colleagues with physical, psychological, or substance related impairments that may adverse impact their professional responsibilities with to seek assistance or counsel.

5E. Physical therapist assistants who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

Standard #6: Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.

6a. Physical therapist assistants shall achieve and maintain clinical competence.

6B. Physical therapist assistants shall engage in lifelong learning consistent with changes in their roles and responsibilities and advance in the practice of physical therapy.

6C. Physical therapist assistants shall support practice environments that support career development and lifelong learning.

Standard #7: Physical therapist assistants shall support organizational behaviors and business practices that benefit patients/clients and society.

7A. Physical therapist assistants shall promote work environments that support ethical and accountable decision-making.

7B. Physical therapist assistants shall not accept gifts or other considerations that influence or give an appearance of influencing their decisions.

7C. Physical therapist assistants shall fully disclose any financial interest they have in products or services they recommend to patients/clients.

7D. Physical therapist assistants shall ensure that documentation for the interventions accurately reflect the nature and extent of the services provided.

7E. Physical therapist assistants shall refrain from employment arrangements or other arrangements that prevent physical therapist assistants from fulfilling ethical obligations to patients/clients.

Standard #8: Physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, or globally.

8A. Physical therapist assistants shall support organizations that meet the health needs of the people who are economically disadvantaged, uninsured, and underinsured.

8B. Physical therapist assistants shall advocate for people with impairments, activity limitations, participation restrictions, and disabilities in order to promote their participation in community and society.

8C. Physical therapists assistants shall be responsible stewards of health care resources by collaborating with physical therapists in order to avoid overutilization or underutilization of physical therapy services.

8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy.

Proviso: The Standards of Ethical Conduct for the Physical Therapist Assistants as substituted will take effect July 1, 2010, to allow for education of APTA members and nonmembers.

ESSENTIAL FUNCTIONS FOR PHYSICAL THERAPIST ASSISTANTS

Physical Therapist Assistant students must be able to perform essential functions during participation in the PTA program, while on clinical, and even on the job following graduation. Standards have been adopted to provide safety and quality of care for patients. The following standards reflect reasonable expectations of the PTA student for performing common physical therapy functions.

Cognitive: PTA students must possess critical thinking skills for problem-solving, reasoning, and judgment to provide safe, effective patient interventions. This includes but is not limited to the following:

Ability to collect, analyze, and interpret written, oral, and observed data

Ability to multi-task, prioritize, and make logical decisions

Ability to apply knowledge of principles, safety standards, indications, and contraindications for physical therapy interventions, including interventions for pain management, proper use of therapeutic modalities, manual treatments for human pathology or disability, and therapeutic exercise

Ability to modify treatment interventions based on sound clinical reasoning

Ability to remain focused and alert to the environment to ensure the safety of patients, colleagues, other students, instructors, and families/caregivers

Behavior: PTA students must exercise good judgment and empathy towards their patients. The student must act ethically, show no discrimination, and treat others equally and fairly. The student must be tolerant of close contact with other students, patients, and staff from a broad and diverse population of people of all ages, races, and socioeconomic backgrounds. This population will also include people with varying weight disorders, physical disfigurement, and mental or physical health problems. This also includes, but is not limited to the following:

Ability to work with multiple patients/families and colleagues at the same time

Ability to work with lab partners, patients, families, and others during stressful conditions that may consist of emotionally unstable persons, emergencies, or situations requiring timely decision-making

Ability to develop and maintain mutually respectful relationships with other students, instructors, clinicians, patients, and families/caregivers

Ability to act safely, professionally, and ethically in the physical therapy lab and clinic

Communication: PTA students must be proficient in the English language to be able to communicate effectively and efficiently with other students, instructors, clinicians, patients, and families/caregivers. This includes but is not limited to the following:

Competent reading skills that allow the student to perform essential functions of assignments safely

Effectively interpret and express information regarding patient status, progress, and safety

Ability to orally communicate effectively with patients, families/caregivers, clinicians, laypeople, and payors

Ability to effectively communicate in writing with other students, instructors, clinicians, patients, families/caregivers

Ability to learn and navigate electronic health records (EHR) to effectively and accurately document detailed patient information and status

Ability to detect and interpret non-verbal communication of others

Ability to develop productive and polite interpersonal communication with other students, instructors, clinicians, patients, and families/caregivers

Demonstrate a willingness to give and receive constructive feedback.

Sensory: PTA students use their senses, including visual, tactile, auditory, oral, and vestibular, to communicate and provide effective patient interventions. Students must possess the following:

Ability to visually recognize and interpret facial expressions and body language. Able to read physician orders and documentation, set parameters on modalities, and read small numbers on goniometers, thermostats, etc. Able to visually interpret and assess the environment and discriminate color changes. Ability to distinguish between normal and abnormal postures/movements

Ability to recognize and respond to both soft and loud voices, timers, equipment alarms/bells, and effectively use a stethoscope to measure blood pressure and lung sounds

Ability to palpate a pulse, palpate soft tissue, and differentiate between normal and abnormal tone. Ability to detect texture as well as temperature through palpation

Sufficient balance to assist and safely guard patients, lift exercise equipment, and change surfaces during patient treatment interventions. Must possess adequate unsupported sitting balance as well

Possess tolerance of physical touch by other students and Professors during assigned laboratory tasks for learning purposes of physical exam and treatment techniques

Possess comfort and tolerance with appropriate, draped exposure of your skin to perform assigned laboratory tasks and for learning physical exam and treatment techniques

Motor: The role of the PTA student is physically demanding; therefore, students must possess sufficient motor capabilities. These include, but are not limited to the following:

Ability to stand for 8 to 10 hours per day while in class and the clinic

Ability to walk several thousand feet per day. This includes incline walking and stair ascension/descension

Ability to safely guard patients during gait training transfers from bed to chair to standing and during exercise performance activities while maintaining proper body mechanics

Ability to adjust and position heavy equipment in a safe manner

Ability to tolerate sitting for 8 to 10 hours per day during classroom and clinic activities

Ability to lift, pull, push, carry, and guide weighted objects and patients up to and including 80 pounds

Ability to use proper body mechanics to occasionally lift over 80 pounds with assistance

Ability to squat, stoop, bend, crawl, kneel, or twist safely to adjust equipment and patients

Ability to climb ladders and stairs multiple times per day

Coordination, agility, and speed to assist and safely guard patients who are walking, transferring, or exercising

Ability to use fine motor skills to adjust parameters on modality devices and use small equipment such as dynamometers and/or goniometers. Fine motor skills are also used frequently for documentation and writing

Able to perform repetitive motions with hands, arms, and legs during lab or patient treatment interventions

Ability to endure an 8 to 10-hour day filled with patient care interventions or laboratory tasks

A student enrolled in the PTA program at Collin College is expected to be capable of the essential functions listed with or without reasonable accommodation. The PTA program fully supports the provision of reasonable accommodations to students with special needs to assist them with fulfilling the objectives of the program. The student must notify the faculty as soon as possible if they cannot meet these requirements with or without accommodation.