



Physical Therapist Assistant Program

Student Policy and Procedure Manual

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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 prohibited under Collin College policy.

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	4	0	80	2
PTHA 1405 Basic Patient Care Skills		3	4	0	112	4
PTHA 1313 Functional Anatomy		2	3	0	80	3
PTHA 1225 Communication in Healthcare		2	0	0	32	2
BIOL 2402 Anatomy and Physiology II		3	4	0	112	4
Total Hours		11	15	0	416	15
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 2305 Neurology		2	2	0	64	3
PTHA 2409 Therapeutic Exercise		2	4	0	96	4
Total Hours		11	14	0	400	16
Summer		Lecture	Lab	Ext	Cont	Credit
PTHA 1266 Practicum		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		0	0	15	240	2
PTHA 2267 Practicum		0	0	20	320	2
Total Hours		2	0	35	592	6
TOTAL		46	47	50	2288	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 1313 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 2305 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

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

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

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

Students who transfer to Collin College from other institutions of higher education may be awarded credit under the following conditions.

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 more than 5 years ago, the student must retake it to be considered for admission to 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 class auditing unless it is part of a reintegration plan as defined in this handbook. 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 selective, and once admitted, students must register and complete the courses in sequence.

LICENSURE

The Collin College PTA Program trains students to be eligible to practice in 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>

According to state law, you must provide your Social Security number (SSN) to obtain a license, or if you do not have an SSN, you must submit an SSN Statement form, which can be found on the website noted above.

CAREER INFORMATION

Collin College is committed to providing resources and career information to help students select and prepare for careers. 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 is available at the following website.

<http://www.collin.edu/studentresources/career/>.

The PTA Program will provide education and training to help students seek 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 hold an annual 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	\$1,335	\$1,335	\$1,335
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	\$200	\$200	\$200
PTA eMACS	\$25	\$25	\$25
Scorebuilders	\$130	\$130	\$130
Physio-U	\$189	\$189	\$189
APTA Dues	\$90	\$90	\$90
Total <u>Estimated</u> Cost	\$6,907	\$11,317	\$15,817

*Includes tuition and student activity fee

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 prevent completion of the clinical experience.

LIABILITY INSURANCE

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

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 enrolled students to provide proof of vaccination or immunity before they are 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 admitted to the Program and will have to reapply the following year. All records must be up to date before beginning a clinical experience. The student is responsible for ensuring records are up to date. 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 one 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 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, meaning the student may need to be tested twice per facility guidelines.

Texas Administrative Code (TAC) 97.62 covers the 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 the student begins the Program; otherwise, the student will not be permitted to enter the Program. There may be exemptions if the student communicates with the Director of Clinical Education and a plan to address the immunization requirements is in place.

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 who are not properly vaccinated. 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 cannot guarantee that clinical sites will be available if a student lacks the required immunizations. It is the student's responsibility to understand the immunization requirements and submit the required documentation.

Some clinical sites may require additional immunizations. Collin College must abide by clinical affiliation sites at all times. Students must pay for their immunization tracker through Exxat, the PTA Program's secure portal for tracking 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 Acknowledgment – 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 require additional background checks or drug screens before any clinical course. 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 authorizing the release of these screen results 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 may deny eligibility to participate in clinical experiences based on background information or drug test results. Failure to participate in a clinical placement required by the academic program may result in ineligibility to earn a degree in the program. If the student is 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 within 7 days that the criminal background and/or drug-screen results were false or inaccurate. If retesting is warranted, students will sign a consent form authorizing the Clinical Site to receive this new information to determine eligibility to resume the clinical experience. Students understand that the timeframe for the clinical experience may be adjusted to meet the required contact hours. If a student fails to provide evidence within seven days, or retesting does not change the results or provide the clarity needed, the dismissal from the PTA program will stand.

ORIENTATION

All students are required to attend a mandatory orientation prior to the start of the program. Orientation is typically held the week before the first Fall semester of the program's technical phase and generally lasts one to two days.

A student may be excused from orientation only for a reason meeting the definition of an "excused absence" as outlined in the Attendance section of this handbook. Students anticipating a conflict must notify the Program Director in writing by June 15 to request an excused absence. For students with an excused absence, an orientation session recording may be provided as an alternative. This option is not preferred, and students who view the recording rather than attending in person will be at a disadvantage, as they will miss key policy explanations, opportunities for collaboration with instructors and fellow students, and live question-and-answer sessions.

Failure to attend orientation without an excused absence or to notify the Program Director by the June 15 deadline may result in the student being withdrawn from or not permitted to continue in the program. The Program Director will determine whether a student may continue in the program after missing orientation. Students may appeal this decision to the Dean of Academic Affairs/Workforce Programs – Health Sciences, Angela Duell (aduell2663@collin.edu).

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. If a student receives a “0” on an assignment due to a missed due date, an absence, or another unexpected reason, the student must still complete and turn in the assignment. 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 the extent to which 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, 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 a failure to meet the due date, the assignment must still be turned in. Each faculty member will have discretion over how they grade the assignment, in accordance with the course syllabus.

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 the major examinations for each course in the syllabus.

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 unless the instructor agrees to a different timeframe. After failing the examination, the student should meet with the instructor within 2 school days (48 hours) unless the instructor agrees to a different timeframe. 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 within 3 school days (72 hours), unless the student has made approved arrangements with the Program Director.

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 scores above 75 on a retaken examination, the maximum score of 75 will be used in the 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 use of skills checks and lab practical exams is part of the process designed to ensure student safety and competence before patient contact 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, the 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 student in the PTA program. 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 will be conducted during open lab times or, if time permits, during scheduled course labs. Skills checks include critical safety and performance elements of PTA skills that must be completed to pass. 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” on the skills check and will not be able to take the practical, resulting in the student failing 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 scores above 75 on a retaken skills check, the maximum score of 75 will be used in the 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 ensure that all skills checks are completed and uploaded to Canvas by their due dates 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, resulting 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 that competence through regular review.

A student will be dismissed from the program if they fail a third skills check five times in a single course.

PRACTICAL EXAMINATIONS

Practical Examinations assess a student's ability to effectively and safely integrate course material and perform patient treatment in accordance with 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" on the practical examination, resulting in the student failing 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 scores above 75 on a retaken practical examination, the maximum score of 75 will be used in the 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 attempt will be graded by two faculty members.

All skills checks for the practical examination must be completed and passed before the practical examination. 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, at the instructor's discretion, is 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 ensures students are competent before attending their first clinical by requiring that all skills checks and practical examinations be passed, and by requiring students to pass 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 start of the clinical. The student will be dismissed from the Program if they do not pass the examination after two retakes.

PROFESSIONAL BEHAVIORS

As a healthcare professional student, professional behavior is expected at all times. Students must demonstrate professional conduct and adhere to professional 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 Professional Behaviors throughout the program, and students will also complete self-assessments 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 on 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 feedback from faculty, and faculty will address any concerns about professionalism as soon as they 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. The students will participate in self-reflection activities that address professional behaviors at the beginning of the program, and each time they complete a self-assessment.

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

The PTAMACS has 11 skills that students must perform in the clinic and have checked off as entry-level by the end of their last clinical.

3. Code of Ethics for the Physical Therapy Profession (Appendix)

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

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

Professional behaviors are addressed as a whole in the Program and in non-clinical courses. For each didactic technical course, professional behaviors will account for 10% of the course grade. Points will be deducted from a starting score of 100 throughout the semester for documented instances of unprofessional behavior. Each deduction is documented in writing and reviewed with the student.

Once a student drops below 90 points, a mandatory meeting will be held with the student, the course instructor, and the PTA Program Director to address professional behavior. A final score below 80 may trigger a formal remediation plan, regardless of academic grade. A final score below 75 will trigger an automatic meeting among the student, the course instructor, and the PTA Program Director to address professional behavior and the student's program status. Scoring below 75 could result in points being deducted from the program's professional behaviors, the implementation of a remediation plan, or dismissal from the program.

Repeated or egregious violations may result in additional consequences per the student handbook. Instructors can deduct points for other professional behavior issues at their discretion, provided there is proper documentation and approval from the Program Director. For these instances, the instructor and Program Director will determine the point deduction.

Professional Behaviors Course Rubric

Unprofessional Behavior	Point Deduction
ATTENDANCE & PUNCTUALITY	
Unexcused absence	-3 pts each
Tardy	-1 pt each
Leaving class/lab early without permission	-2 pts each
DRESS CODE / PROFESSIONAL APPEARANCE	
Incorrect uniform or attire per program policy	-2 pts each
Poor personal hygiene (documented)	-1 pt each
Visible unprofessional jewelry, hair, or nails per policy	-1 pt each
Missing name badge or student ID	-1 pt each
PROFESSIONAL CONDUCT & COMMUNICATION	
Disrespectful communication toward peers or faculty	-10 pts each
Unauthorized cell phone or device use during class	-3 pts each
Disruptive behavior in a class or lab setting	-5 pts each
Failure to follow faculty or clinical instructor directions, including email response	-3 pts each
Falling asleep in class	-3 pts each
Breach of patient or peer confidentiality	-15 pts each
ACADEMIC ACTIVITIES AND WORK	
Submitting an assignment or activity late after the due date	-1 pt each
Submitting poor-quality work	-1 pt each
Not applying feedback from an instructor on an activity or assignment	-1 pt each
COURSE PREPARATION	
Failure to complete assigned readings before class	-1 pt each
Arriving without your textbook, notebook, writing supplies, or required technology	-1 pt each
Cannot participate in discussions due to missed homework	-1 pt each
Not reviewing the previous lecture's notes	-1 pt each
CLINICAL / LAB SAFETY & ETHICS	
Failure to follow established safety protocols	-5 pts each
Performing skills without proper supervision	-5 pts each

Professional behaviors will also be addressed on a programmatic level, including Lunch and Learns, Open labs, and other program-related activities. Each deduction will be documented and reviewed with the student. Once a student drops below 90 points, a mandatory meeting will occur between the PTA Program Director and another faculty/staff member to address professional behavior. A final score below 80 may trigger a formal remediation plan. A score below 75 will trigger an automatic dismissal from the program. The Program Director will keep a log of the current Professional Behavior score and file all documentation in the student's program file. The program director may adjust point values to align with institutional policies and CAPTE standards. Repeated or

egregious violations may result in additional consequences per the student handbook and/or dismissal from the program.

Professional Behaviors Program Rubric

Unprofessional Behavior	Point Deduction
ATTENDANCE & PUNCTUALITY	
Meeting with the Program Director for attendance, tardies, or leaving class early per handbook protocol after failing to resolve the issue in the class	-5 pts each
Arriving late for a program activity or event	-1 pt each
DRESS CODE / PROFESSIONAL APPEARANCE	
Meeting with the Program Director for dress code/professional appearance after failing to resolve the issue in class	-5 pts each
Poor personal hygiene for a program activity or event	-1 pt each
Visible unprofessional jewelry, hair, or nails for a program activity or event	-1 pt each
Missing name badge or student ID for a program activity or event	-1 pt each
PROFESSIONAL CONDUCT & COMMUNICATION	
Disrespectful communication toward peers or faculty, or others related to program activities	-10 pts each
Unauthorized cell phone or device use during program activity or event	-3 pts each
Disruptive behavior during program activity or event	-5 pts each
Failure to follow the faculty, program director, or clinical instructor directions, including email response	-3 pts each
Falling asleep during a program activity or event	-3 pts each
Breach of patient or peer confidentiality outside of a class	-15 pts each
Meeting with the Program Director per the instructor's request, after issues have been addressed in the course without resolution	-5 pts each
PROGRAM ACTIVITIES AND WORK	
Submitting a program request, assignment, or activity late after the due date	-1 pt each
Submitting poor-quality work for a program request, assignment, or activity	-1 pt each
Not applying feedback from a faculty member, program director, or clinical instructor related to a program request, assignment, or activity	-1 pt each
PROGRAM PREPARATION	
Failure to complete the assigned preparation for a program activity or related event	-1 pt each
Arriving without a textbook, a notebook, writing supplies, or the required technology for a program activity or event	-1 pt each
Cannot participate in discussions due to missed homework	-1 pt each
Not reviewing the previous lecture's notes	-1 pt each
CLINICAL / OPEN LAB SAFETY & ETHICS	
Failure to follow established safety protocols	-5 pts each

Performing skills without proper supervision	-5 pts each
OTHER	

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 commencement of graduation 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 make satisfactory progress toward completing their degree in a timely manner. 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 in accordance with Collin College's compliance and privacy policies.

All grading will be posted on Canvas, Collin College's learning management system. Students are encouraged to monitor their academic progress by accessing Canvas as often as they like.

All PTA students will be assigned a faculty academic program advisor from the PTA Program. 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 believe may be helping or hindering 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" euphorants, 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 that the Program Director meet with the student to advise on dismissal for academic standards or professional behavior. Once a student is dismissed from the program, the student has 3 days to file an appeal of the decision. Any appeals should be emailed to:

Angela Duell, Ed.D., OTD, OTR

Dean of Academic Affairs/Workforce Programs- Health Sciences

Phone: 972-377-1678

Email: Aduell2663@collin.edu

If the situation remains unresolved or the student chooses to appeal the Dean's decision, they may email the Provost of the Frisco Campus within 3 days of the decision.

Diana Hopes, Ed.D.

Campus Provost, Frisco and Celina

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 in the course(s) related to the dismissal. The student must withdraw from the other courses in accordance with Collin College's 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 work with students once a behavioral or professional behavior issue is identified, unless it is minor or requires 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 feedback to the student as needed. The faculty member will inform the PTA Program Director of the meeting in writing.
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 in the District Dean of Students Office's 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 outlined in the curriculum, 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 for program and course withdrawals, as outlined in the Student Handbook. The student should review the readmission process before submitting a withdrawal.

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

All courses in the PTA curriculum must be completed within 3 years of entering 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, and other admission requirements will be used to determine the current admission score, along with the scores from the current interview and writing activity, unless any requirements have changed. The student's overall rubric score will be considered in the admission decision. If the student is within the top 24, they will be readmitted into the Program.
5. The Readmission Process is only applicable at the next admission cycle after the students' dismissal. The student can reapply after this timeframe, but will need to complete the program and all requirements in accordance with the current policies and procedures.

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, they will retake the course upon readmission.
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, they will need to retake it.
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.

REINTEGRATION PROCESS

A student who has successfully completed the first year of the Physical Therapist Assistant (PTA) program (Technical Semesters 1–3) but is subsequently dismissed during the second year (Technical Semesters 4 or 5) due to academic performance or an approved extended leave of absence may be eligible for reintegration into the program.

Reintegration provides a pathway for qualified students to re-enter the program with the following cohort at the start of the second year (4th Technical Semester). To be considered, the student must be in good standing with respect to professional behaviors and all other program and college requirements at the time of the request. Reintegration is not an option if the program has reached the maximum number of students allowed per accreditation standards in the cohort.

Grounds for reintegration eligibility include, but are not limited to:

- Dismissal due to academic performance (e.g., failing a course, test, skills check, or practical examination)
- Dismissal or withdrawal due to an approved extended leave of absence
- Dismissal was not related to a violation of the Collin College Student Code of Conduct

The following are the steps for the reintegration process:

1. Within 30 calendar days of dismissal, the student must submit a written request to the Program Director via email expressing their intent to pursue reintegration. The email must include: a clear explanation of the circumstances that led to the dismissal or withdrawal, and a detailed, comprehensive plan outlining the specific steps the student will take to prevent recurrence of the same issues
2. Upon receipt of the student's request, a faculty committee will be convened to review the request in consultation with the Program Director. The committee will evaluate the following criteria, among others:
 - The quality and completeness of the student's written request, specifically whether it genuinely addresses the root cause of the dismissal
 - The student's overall academic history within the program
 - The student's professional behavior history
 - The circumstances surrounding the dismissal or withdrawal
 - The availability of space within the upcoming cohort
3. Following its review, the committee will issue one of the following determinations:
 - **Request Denied:** The student will be informed in writing. The student retains the right to reapply to the program; however, reapplication does not guarantee acceptance in any subsequent admission cycle.
 - **Request Approved:** The student will be reintegrated into the next available cohort, contingent upon successful completion of all components of an individualized remediation plan. The specific requirements for return will be communicated to the student in a formal letter issued by the Program Director.

Remediation Plan for Reintegration

All students approved for reintegration must successfully complete an individualized remediation plan developed by the Program Director and faculty before or concurrent with their return. Components of the plan may include, but are not limited to:

- Completion of supplemental activities related to specific coursework
- Enrollment in designated remediation coursework with a grade of “C” or higher
- Retaking one or more previously completed courses with a grade of “C” or higher
- Auditing previously completed courses or additional courses following the auditing guidelines of the college regarding registration and fees, etc.
- Completion of documented volunteer or observation clinical hours
- Utilization of counseling or support services available through the college
- Retaking the entire second-year curriculum with a grade of “C” or higher
- Completion of any additional activities as assigned by the committee or Program Director

Students who are approved for reintegration and return to the program must fulfill the following conditions:

- Adhere to the program's policies and procedures consistent with their readmitted academic year.
- Students retaking any course must meet all course requirements as stated in the current course syllabus.
- A reintegrating student who was dismissed for academic reasons is permitted to have one examination failure during the semester, provided they successfully pass the retake examination. A failed retake examination or second examination failure within the same semester will result in immediate dismissal from the program. Students reintegrating for reasons unrelated to academics, skills performance, or practical examination grades will be allowed to retain their previous test status regarding the number of failures.
- Due to the break in enrollment, the student must submit to and pay for an updated background check and drug screen before returning to the program.
- 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 does not pass, the student will be assigned remediation work and then retake the examination. If the student fails the retake, they will not be permitted to reintegrate and will need to reapply to the program.
- 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, they will not be allowed to reintegrate and will need to reapply to the program.
- 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 new information. PTA faculty will develop appropriate materials to meet the new or revised objectives.
- A student is permitted only one reintegration into the PTA program, regardless of the reason(s) for the original dismissal or withdrawal. Should a student be dismissed following reintegration, they must reapply for the program at the next available opportunity, if eligible.
- All courses in the PTA curriculum must be completed within 3 years of entering the program.

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 pose 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 the 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: Students may dress comfortably, provided they meet the professional appearance standards listed above.

Lab: For lab classes, students should wear the PTA Program scrubs, including 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 appropriate lab attire will result in a tardy to 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 class tardy 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.

HYGIENE

All PTA Program students are required to practice and maintain a high standard of personal hygiene. Poor hygiene can compromise patient safety, contribute to the spread of infection, and create an unprofessional environment. Students who do not meet these standards may be asked to leave the clinical or laboratory setting and may be subject to academic and/or disciplinary action.

General Body Hygiene

- Students must bathe or shower daily to maintain cleanliness and control body odor.
- Deodorant or antiperspirant must be used daily.
- Strong fragrances — including perfume, cologne, scented lotions, and heavily scented hair products — are strictly prohibited. Many patients have respiratory sensitivities, allergies, or chemical sensitivities that fragrances can aggravate.
- Clothing must be clean, odor-free, and free from smoke smell at the start of each session.

Nails

- Fingernails must be kept short — no longer than 1/4 inch beyond the fingertip. Long nails harbor microorganisms and can scratch or injure patients.
- Nails must be clean and free of dirt or debris.
- Nail polish, if worn, must be free of chips or cracks, which can harbor bacteria. Neutral or subdued colors are preferred in clinical settings.
- Acrylic nails, gel nails, nail wraps, and other artificial nail enhancements are prohibited during clinical experiences, as they are associated with increased transmission of healthcare-associated pathogens.

Hair

- Hair must be clean and well-groomed.
- Long hair (shoulder length or longer) must be secured and pulled back away from the face during patient contact and laboratory sessions to prevent contamination and maintain a professional appearance.
- Hair must not fall forward during patient care activities.
- Facial hair must be neatly groomed and trimmed.
- Hair accessories should be simple and secure. Avoid large or dangling accessories that could come into contact with patients.

Oral Hygiene

- Students must brush teeth and maintain adequate oral hygiene daily.
- Breath must be free of strong or offensive odors. Students are encouraged to use breath mints or mouthwash when appropriate; however, gum chewing is not permitted during patient care or laboratory sessions.
- Students who smoke or use tobacco products must ensure that residual odor does not linger on breath, hair, or clothing.

Jewelry and Accessories

- Jewelry that may compromise patient safety or hygiene must not be worn during patient care or laboratory sessions. This includes large rings, bracelets, dangling earrings, and necklaces that are not secured under clothing.
- A simple, flat wedding band may be acceptable; however, settings with raised stones must be avoided, as they can harbor bacteria and scratch patients.
- Students should follow additional jewelry restrictions established by their clinical site, which may be more restrictive than program policy.
- Facial and oral piercings must be removed or covered discreetly during patient care to maintain a professional appearance and reduce infection risk.

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, in which

interaction between 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 at all course lectures, laboratory sessions, and clinical experiences is required.

Absences due to life events, illness, or emergencies are allowed, but attendance in the program is mandatory. Some absences may be excused, and others may not.

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, such as religious holidays, court appearances/legal obligations, or accidents. Documentation will always be required, and the instructor of each course determines if the absence is excused. Documentation is not typically accepted by a family member or relative (e.g., a parent who is a physician or an auto mechanic).

A student will be considered absent if they are more than 15 minutes late for class, even if they arrive after 15 minutes and remain in 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, by phone, or by 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.

Trips or events scheduled before admission into the program, vacations, work, weddings, family trips, 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.

Once a student has three absences (excused or unexcused) in a single 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 reduce future absences and ensure that coursework is completed promptly, efficiently, and effectively.

If a student has five absences in a single course (excused or unexcused), the Program Director will meet with the faculty to determine whether 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 issue of absences.

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

TARDIES

A tardy is defined as arriving late to class (up to 15 minutes), 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 based on anticipated weather conditions or traffic delays to ensure they arrive 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 to refuse to approve the student's reason for tardiness to class.

All excused tardiness must be notified to the course instructor in advance. If a tardy is anticipated, the **student** must notify the instructor in person, by phone, or by 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 tardiness is excused or unexcused; prior notification does not guarantee the tardiness 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 unexcused tardiness that causes 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 accumulates three unexcused tardies in a single course, the instructor will inform the Program Director. The student, instructor, and Program Director will meet to discuss tardies and develop an action plan to reduce further tardies, 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 avoiding disruptions reflect professional behavior, and 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 difficulties, they are encouraged to talk to the PTA Program faculty or their PTA program advisor for guidance and assistance. Tutoring services, 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 full-time, 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 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 to another date and time or to an online format to ensure that 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 via Canvas mail for each course. It is the students' responsibility to set up Canvas alerts on their smartphones and to check their Collin College email accounts. It is recommended that students check their email several times a day, starting in the morning and again in the evening, to avoid missing important information and updates. Please allow up to 24 hours for a response 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 open lab time, except for beverage containers with lids and beverage bottles with closable lids.

LAB

Many of the PTA technical courses have a lab component. The lab is designed to reinforce lecture material and help students learn 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 is not required 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 undergarments are worn. 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 the 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 conducted in private or in an 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 patient privacy and confidentiality throughout 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 before providing 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 the proper use and handling of 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 confidentiality-related complaint, they are encouraged to follow the complaint process to address it.

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, as well as during 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 the instructor's permission.

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

Audio or video recordings of lectures, laboratory sessions, etc., may be made only with the instructor's express permission.

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 in accordance with the program's handbook, Collin College's Student Code of Conduct, and the program's professional behavior standards.

LAPTOPS

Students are expected to have a laptop computer to complete in-class assignments, access Canvas, and take 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 them to install the latest version of Microsoft Office on up to 5 personally-owned PCs or Macs. This also provides access to Microsoft Office apps on 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, and field trip activities. 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, audio, or photography by PTA students is permitted without written permission. 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 identities (e.g., username or screen name). Any of the issues mentioned may violate the Student Code of Conduct and the program's professional behavior requirements.

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 ensure safe, high-quality patient care. The standards reflect reasonable expectations for the PTA student in performing 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 PTA Program's policy 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 Dean of Academic Affairs/Workforce Programs – Health Sciences. 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 Dean of Academic Affairs/Workforce Programs- Health Sciences

Angela Duell, Ed.D., OTD, OTR

Dean of Academic Affairs/Workforce Programs- Health Sciences

Phone: 972-377-1678

Email: Aduell2663@collin.edu

If the situation remains unresolved, the Provost of the Frisco Campus will address the issue.

Diana Hopes, Ed.D.

Campus Provost, Frisco and Celina

Phone: 972-377-1551

Email: dhopes@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 regarding the PTA Program Director should be directed to the Dean of Academic Affairs/Workforce Programs – Health Sciences at aduell2662@collin.edu.

All complaints, including their nature 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 semester's orientation session. 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 Lunch and Learn topic for the missed date. The assignment could be a research project, volunteer or observation hours, or another activity assigned by the Program faculty. If a student misses two or more Lunch and Learn

dates, whether 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 and may be dismissed 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 may 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, who are automatically subscribed using 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 those of local School Districts, promoting seamless coordination among 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 member, 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 you to, 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, or 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 are available in various locations on each campus. While on campus, students, faculty, and staff should familiarize themselves with 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.

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 each course syllabus. The PTA Program faculty is not scheduled to be present during open lab times. When the lab is closed, students are not allowed in without permission. The Equipment and Lab Safety policy should be observed at all times.

Electrical Equipment

The use of program electrical equipment or the practice of skills involving electrical equipment may be performed only under faculty supervision. Electrical equipment may 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 during orientation, posted on Canvas, and included in the syllabi. At times, the PTA lab may also be used for lectures. After the lecture, students should throw away all trash, ensure their desks are clean, and push their chairs/stools under their desks or tables. The room should be ready for the next class. Professional behavior is expected 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 away all trash, ensure desks are clean, push chairs/stools under desks or tables, and clean and straighten the area. The area should be ready for the next person or group to use. Professional behavior is expected 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 offers Counseling Services to assist students 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 are not 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 the college's Counseling Services. 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 provides 24/7 medical and mental health support to all enrolled students through CougarCare. 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 intramural sports, providing recreational 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 supports students' online learning experiences and provides Canvas support. Students are encouraged to contact the eLC during their scheduled hours or technical support for questions about Canvas or other online learning access.

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 provide equal opportunities for qualified students with disabilities. 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, health science-specific databases, government resources, and consumer-level materials. The library subscribes to various streaming platforms to ensure students have access to health science resources in video format. 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

CODE OF ETHICS FOR THE PHYSICAL THERAPY PROFESSION

1. Respect

Physical therapists and physical therapist assistants shall respect the inherent dignity and rights of all individuals.

Standards of Conduct:

- 1.1 Physical therapists and physical therapist assistants shall not discriminate against any person.
- 1.2 Physical therapists and physical therapist assistants shall protect patients' and clients' confidential information and not disclose that confidential information except as authorized by the patient or client or as permitted or required by law.

Aspirational Illustrative Examples:

- 1.A Physical therapists and physical therapist assistants shall strive to acknowledge and respect an individual's known identity and culture.
- 1.B Physical therapists and physical therapist assistants shall strive to recognize their explicit and implicit personal biases.

2. Integrity

Physical therapists and physical therapist assistants shall act with professional integrity and responsibility, and fulfill their respective legal and ethical obligations.

Standards of Conduct:

- 2.1 The physical therapist shall retain full responsibility for all physical therapist services provided under the provisions of the physical therapist's license, including all aspects of the evaluation and management of the patient or client.
- 2.2 Physical therapists and physical therapist assistants shall obtain ongoing informed consent after providing information that is understandable, honest, and necessary to allow the patient or client or their surrogate to make informed decisions about participation in physical therapist services or research.
- 2.3 Physical therapists and physical therapist assistants having knowledge that, in their reasonable judgment, raises a substantial question as to whether a colleague is unfit to perform their professional responsibilities with competence and safety shall report this information to the appropriate authorities.
- 2.4 Physical therapists and physical therapist assistants shall address known illegal or unethical acts by physical therapy personnel or that affect physical therapist services.
- 2.5 Physical therapists and physical therapist assistants shall comply with applicable mandatory reporter laws for suspected cases of abuse, neglect, or exploitation involving children or vulnerable adults.
- 2.6 Physical therapists and physical therapist assistants involved in research shall comply with accepted standards governing the protection of research participants.

Aspirational Illustrative Examples:

- 2.A Physical therapists and physical therapist assistants shall strive to discourage misconduct by any physical therapy personnel or other health care professionals and make appropriate reports of known illegal or unethical acts, including verbal, physical, emotional, or sexual harassment.

- 2.B Physical therapists and physical therapist assistants shall strive to demonstrate integrity in their relationships with patients and clients, families, colleagues, students, research participants, other health care providers, employers, payers, and the public.
- 2.C Physical therapists and physical therapist assistants shall strive to ensure that they take appropriate action to address known illegal or unethical acts by physical therapy personnel or that affect physical therapist services, such as by speaking directly to the individual, consulting with mentors, or reporting the misconduct to a supervisor or relevant legal authority.

3. Accountability

Physical therapists and physical therapist assistants shall be accountable for making sound professional judgments and decisions within the scope of practice established by laws and regulations.

Standards of Conduct:

- 3.1 Physical therapists and physical therapist assistants shall not exceed their professional, jurisdictional, and personal scopes of practice and shall communicate with, collaborate with, or refer to a peer or other health care professionals when necessary.
- 3.2 Physical therapists and physical therapist assistants shall practice without impairment from substance misuse and without impairment from cognitive deficiency or mental illness that, even with appropriate reasonable accommodation, adversely affects their practice.
- 3.3 Physical therapists and physical therapist assistants shall comply with applicable local, state, and federal laws and regulations, including any duty to report when concerned about the safety of other individuals.

Aspirational Illustrative Examples:

- 3.A Physical therapists shall strive to demonstrate independent and objective professional judgment and make decisions in the patient's or client's best interests in all settings.
- 3.B Physical therapists shall strive to make professional judgments and decisions that are informed by professional standards, evidence, provider knowledge and experience, and patient and client values.
- 3.C Physical therapist assistants shall strive to make decisions in the patient's or client's best interests, in consultation with the physical therapist.
- 3.D Physical therapists and physical therapist assistants shall strive to be accountable for the accuracy and truthfulness of information they disseminate, including in the use of emerging technologies, such as social media and artificial intelligence.

4. Maintaining Professional Relationships

Physical therapists and physical therapist assistants shall respect the boundaries of professional, therapeutic, organizational, and personal relationships to promote a safe environment.

Standards of Conduct:

- 4.1 Physical therapists and physical therapist assistants shall not abusively exploit persons over whom they have supervisory, evaluative, or other authority (e.g., patients and clients, students, supervisees, research participants, and employees).
- 4.2 Physical therapists and physical therapist assistants shall not engage in any sexual relationship with any of their patients and clients, supervisees, or students.
- 4.3 Physical therapists and physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.
- 4.4 Physical therapists shall provide reasonable notice and information about alternative sources for obtaining care if the physical therapist terminates the provider relationship while the patient or client continues to need physical therapist services.

Aspirational Illustrative Examples:

- 4.A Physical therapists and physical therapist assistants shall avoid initiating or entering into sexual relationships with individuals over whom they have significant influence on patients' and clients' care decisions and should refer patients and clients to other providers if an existing close personal or sexual relationship with such a person might influence or impinge on the integrity of the relationship between the provider and patient or client.
- 4.B Physical therapists and physical therapist assistants shall strive to collaborate with patients and clients to empower them in making decisions about their health care.
- 4.C Physical therapists and physical therapist assistants shall strive to create an inclusive and civil work environment that strives to promote each colleague's sense of belonging.
- 4.D Physical therapists and physical therapist assistants shall strive to, as appropriate, encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.

5. Compassion and Trust

Physical therapists and physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients and clients.

Standards of Conduct:

- 5.1 Physical therapists and physical therapist assistants shall provide the information necessary to allow patients and clients, or their surrogates, to make informed decisions about physical therapist services or participation in clinical research, including ensuring that information regarding the authorship of clinical documentation, patient education materials, publications, and presentations is truthful, accurate, and relevant.
- 5.2 Physical therapists and physical therapist assistants shall address barriers to communication and comprehension with recipients of services, caregivers, students, and research participants.

Aspirational Illustrative Examples:

- 5.A Physical therapists and physical therapist assistants shall strive to demonstrate care and compassion in the provision of physical therapist services.
- 5.B Physical therapists and physical therapist assistants shall strive to be responsible and accountable for the use of respectful, accurate, and truthful written, verbal, and nonverbal communication in all forms, including social media.
- 5.C Physical therapists and physical therapist assistants shall strive to recognize the public trust placed in them as health care professionals and maintain professional responsibility when information is disseminated using current and emerging technologies, including but not limited to social media and artificial intelligence.

6. Responsible Business and Organizational Practices

Physical therapists and physical therapist assistants shall promote accountable and truthful organizational behaviors and business practices.

Standards of Conduct:

- 6.1 Physical therapists and physical therapist assistants shall provide information about their services that is truthful and accurate and shall not make misleading representations in any form of communication, including billing.
- 6.2 Physical therapists and physical therapist assistants shall ensure that documentation for physical therapist services accurately reflects the provider, nature, and extent of the services provided.

- 6.3 Physical therapists and physical therapist assistants shall disclose any conflicts of interest and not permit any conflicts of interest to interfere with professional judgments and decisions.
- 6.4 Physical therapists and physical therapist assistants shall not, at any time, accept gifts or other considerations that influence or give an appearance of influencing their professional judgment and decision-making.
- 6.5 Physical therapists and physical therapist assistants shall fully disclose any financial interest they have in products or services that they recommend to patients and clients or to the public.
- 6.6 Physical therapists shall ensure that patients and clients are informed of their financial obligations prior to incurring charges so that shared decision-making can be incorporated into the treatment plan.
- 6.7 Physical therapists and physical therapist assistants shall not knowingly enter into or continue any employment or other arrangements that prevent them from fulfilling professional and ethical obligations to patients and clients.

Aspirational Illustrative Examples:

- 6.A Physical therapists and physical therapist assistants shall strive to provide relevant and truthful information to current and prospective patients and clients about the services to be provided.
- 6.B Physical therapists and physical therapist assistants shall strive to promote environments that support independent and accountable professional judgment as well as ethical and accountable decision-making.
- 6.C Physical therapists and physical therapist assistants shall strive to seek compensation that supports the provision of legal, safe, and effective physical therapist services.

7. Direction and Supervision

Physical therapists and physical therapist assistants shall provide appropriate and timely direction to and communication with anyone over whom they have legal supervisory responsibility.

Standards of Conduct:

- 7.1 Physical therapists shall ensure that all duties directed to other physical therapy personnel are congruent with the credentials, qualifications, competencies, and legal scope of practice or scope of work of the individual.
- 7.2 Physical therapist assistants shall provide physical therapist services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when the patient's or client's status requires modification to the established plan of care.
- 7.3 Physical therapists shall exercise primary responsibility for the supervision of physical therapist assistants and support personnel.
- 7.4 Physical therapist assistants shall support and respect the supervisory role of the physical therapist to ensure quality of care and promote patient and client safety.
- 7.5 Physical therapist assistants shall take responsibility to communicate in a timely manner to the supervising physical therapist any areas in which they do not have the necessary level of knowledge and skill to practice safely and effectively.

Aspirational Illustrative Example:

- 7.A Physical therapists and physical therapist assistants shall strive to take responsibility to mentor learners in order to help the learners develop knowledge, skills, behaviors, and attitudes that will enable them to provide safe and effective care while embodying professionalism.

8. Professional Expertise

Physical therapists and physical therapist assistants shall enhance their expertise and competency through career-long acquisition and refinement of knowledge, skills, abilities, and professional behaviors.

Standards of Conduct:

- 8.1 Physical therapists shall recognize and practice within the limits of their skills and competence and refer a patient or client to another health care professional when it is in the best interests of the patient or client.
- 8.2 Physical therapists and physical therapist assistants shall practice consistent with accepted current standards of care.

Aspirational Illustrative Examples:

- 8.A Physical therapists and physical therapist assistants shall strive to develop and maintain competence and exercise appropriate care in using current and emerging technologies, including but not limited to social media and artificial intelligence.
- 8.B Physical therapists and physical therapist assistants shall strive to engage in professional development based on critical self-assessment and reflection on changes in physical therapist practice, education, health care delivery, and technology.
- 8.C Physical therapists and physical therapist assistants shall strive to evaluate the strength of evidence and applicability of content presented during professional development activities before integrating the content or techniques into practice, as appropriate to their professional roles.
- 8.D Physical therapists and physical therapist assistants shall strive to cultivate and support practice environments that support professional development, career-long learning, and excellence.
- 8.E Physical therapists and physical therapist assistants shall strive to reflect on and take action needed to maintain their own physical, emotional, and mental health, and seek outside assistance when needed.

9. Societal Responsibility

Physical therapists and physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, and globally.

Aspirational Illustrative Examples:

- 9.A Physical therapists and physical therapist assistants shall strive to provide resources to assist those who they believe are in harm's way.
- 9.B Physical therapists and physical therapist assistants shall strive to recognize and address the multiple determinants of health that impact an individual's ability to optimize their own health and shall strive to provide appropriate suggestions to patients and clients of available community resources.
- 9.C Physical therapists and physical therapist assistants shall strive to advocate to reduce health disparities and health care inequities, improve access to health care services, and address the health, wellness, and preventive health care needs of people.
- 9.D Physical therapists and physical therapist assistants shall strive to recognize and respect the unique roles of other health professions and engage in interprofessional collaboration to meet the individual needs of people as well as improve access to appropriate services.
- 9.E Physical therapists and physical therapist assistants shall strive to provide pro bono physical therapist services or support organizations that meet the needs of people who are economically disadvantaged, uninsured, or underinsured.
- 9.F Physical therapists and physical therapist assistants shall strive to be responsible stewards of health care services and advocate for just utilization of those services, including taking action to reduce barriers to access.
- 9.G Physical therapists and physical therapist assistants shall strive to educate the public about the scope of practice and benefits of physical therapy as part of interprofessional

collaborative practice to protect and advance the health and well-being of individuals, communities, and populations.

- 9.H Physical therapists and physical therapist assistants shall strive to be good stewards of limited resources and take action to avoid unnecessary waste of those resources.

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 providing reasonable accommodations to students with special needs to help them fulfill the program's objectives. The student must notify the faculty as soon as possible if they cannot meet these requirements with or without accommodation.