

Manchester University Physical Therapy Program Bulletin 2023-2024

Manchester University

- Mission and Value Statements
- Accreditation
- Non-Discrimination

Doctor of Physical Therapy Program

- Mission and Vision Statement
- Values
- Accreditation

Admission

- Application
- Admissions Process
- Manchester University Students and the Admissions Process
- International Students and the Admissions Process
- Non-Discrimination in the Admissions Process

Degree Requirements

- Doctor of Physical Therapy Curriculum
- Course Descriptions

Academic Policies

- Registration
- Transfer of Credit
- Dean's List
- Grading System
- Withdrawal from the Program
- Refund Policy
- Return of Title IV Funds
- Post Withdrawal Disbursement
- Payment of Refunds
- Payment of University Charges
- Progression in the Physical Therapy Program
- Remediation Policies
- Academic Probation
- Deceleration
- Academic Dismissal
- Suspension and Dismissal
- Health Sciences and Pharmacy Academic and Progression Committee
- Course Grade Appeal Process
- Academic Policy and Progression Appeal Process
- Academic and Professional Conduct Committee
- Graduation and Commencement
- Licensure Exams
- Advising, Mentoring and Student Success
- S.M.A.R.T. Program
- Academic Check
- Privacy and Student Records
- Leave of Absence Policy

Student Services

- Information Technology Services
- Respondus Lockdown Browser
- ITS Check Out
- Laptop Support
- Help Desk Contact and Hours
- Library Resources
- Disability Support Services
- Financial Aid

Disclaimer: The policies and curriculum set forth in this Bulletin are in effect for the academic year 2023-2024. The policies and curriculum described in this Bulletin are subject to change at any time as determined by Manchester University's faculty and administration.

Manchester University

Mission

Manchester University respects the infinite worth of every individual and graduates persons of ability and conviction who draw upon their education and faith to lead principled, productive, and compassionate lives that improve the human condition.

Values Statement

As a primarily undergraduate, residential, liberal arts community rooted in the tradition of the Church of the Brethren, Manchester University values:

- Learning, because high academic expectations in an environment combining liberal arts and professional preparation equip graduates to live healthy, productive, and principled lives;
- Faith, because our diverse faiths call us to make the world a kinder and better place, establish justice, build peace amid strife, and model lives of *agape* (selfless love), *tikkun olam* (repairing a broken world), and *salam* (peace);
- Service, because committing self in service to others connects faith with action and abilities with convictions;
- Integrity, because honesty and trust are the foundations of teaching and learning, enriching, enduring relationships, and strong communities;
- Diversity, because understanding differences develops respect for ethnic, cultural, and religious pluralism; an international consciousness; and an appreciation for the infinite worth of every person; and
- Community, because a positive community sharpens self-identity, promotes acceptance of the demands of responsible citizenship, and transforms conflict into mutual respect.

Accreditation

Manchester University is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. The full accreditation statement may be found at <https://www.manchester.edu/about-manchester/institutional-effectiveness/accreditation>

Non-Discrimination

Manchester University is committed to non-discrimination in campus life. The University does not discriminate on the basis of national origin, ancestry, race, color, age, sex, gender identity or expression, sexual orientation, familial status, religion, disability, or veteran status in admissions or any area of campus life, including its educational programs, scholarships and loan awards, residence life programs, athletic programs, extracurricular programs, promotion and tenure policies and practices, and alumni affairs. Manchester University is committed to carry out the positions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, which provide for accessibility of University programs to the physically disabled.

Physical Therapy Program

Doctor of Physical Therapy Program

The Manchester University Physical Therapy program is a two-and-a-half-year (8 semester) doctoral program. Throughout the didactic coursework, there will be three Long Term Clinical Education experiences along with five Integrated Clinical Education (ICE) experiences that have been imbedded throughout the curriculum beginning in semesters 2, 3, 5, 6 and 7. Upon graduation, students will be required to take and pass the National Physical Therapy Exam (NPTE) in order to obtain licensure.

Mission

Preparing physical therapists to improve the health of society through clinical excellence.

Vision Statement

To improve the human condition through service.

Values

- We have a deep commitment to integrity.
- We respect the infinite worth of every individual. Diversity and inclusivity are vital for growth and understanding.
- We seek excellence in all that we do. We are accepting of new ideas. We create and innovate without fear.
- We foster personal and professional transformation. It is through learning that we become our better selves.
- We serve for the betterment of others.
- We seek and value collaboration and teamwork.
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Accreditation

Graduation from a physical therapist education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Manchester University is seeking accreditation of a new physical therapist education program from CAPTE. On December 1, 2022, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the [professional/technical] phase of the program; therefore, no students may be enrolled in [professional/technical] courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Admission-Doctor of Physical Therapy

Doctor of Physical Therapy Program Application

The Physical Therapy Program will accept completed applications between mid-summer and late spring of each year. The complete application is housed through the Physical Therapy Centralized Applicant Service

(PTCAS). The PTCAS application and Manchester University Physical Therapy Program school information page may be found at the following website: <https://ptcasdirectory.apta.org/>

Doctor of Physical Therapy Admissions Process

Admission to the Manchester University Doctor of Physical Therapy Program is competitive and selective. Approximately 40 new students are admitted each year. For this reason, achieving the minimum prerequisite subject and grade criteria does not guarantee admission. Students should begin the application process one year before their anticipated enrollment in the Manchester University Physical Therapy Program.

The Physical Therapy Program annual admission cycle is as follows:

- June – PTCAS Opens
- June/April – Interview days held, rolling admissions
- April – Physical Therapy Program application (PTCAS) deadline
- April/May – Final Admission decision made, waitlist established
- May – Orientation and Physical Therapy Program classes begin

The Physical Therapy Program uses a rolling admissions process. Application evaluations begin after the PTCAS application is submitted. Completed admission files are forwarded to the Admissions committee and faculty for review. Qualified candidates are invited for an on-campus, or virtual, interview. Interview days will be held to continue the evaluation of candidates. Within two weeks of the completed interview, each candidate receives an admission status (accept, committee hold, or denial).

Manchester University Students and the Doctor of Physical Therapy Program Admissions Process

Students with strong records who meet the preferred minimum cumulative and prerequisite GPA requirements of 3.0 will be considered for admission.

International Students and the Doctor of Physical Therapy Program Admissions Process

The Manchester University Physical Therapy Program does not have approval from Homeland Security to accept international students for the cohort beginning in Summer 2023. International Students are not eligible to apply to the Doctor of Physical Therapy Program at this time.

Non-Discrimination in the Doctor of Physical Therapy Program Admissions Process

Manchester University is committed to non-discrimination in the admissions process. The University does not discriminate on the basis of national origin, ancestry, race, color, age, sex, gender identity or expression, sexual orientation, familial status, religion, disability, or veteran status in admissions including its admission decisions, scholarships, or loan awards.

Doctor of Physical Therapy Degree Requirements

To earn the Doctor of Physical Therapy degree, students must:

1. Complete all required courses in the curriculum with a grade of C or better.
2. Complete all Integrated Clinical Education (ICE) and Long-Term Clinical Education (LTCE) experiences with achievement of Entry Level performance by final LTCE experience.
3. Pass all required competency assessments.

Manchester University Doctor of Physical Therapy Program Curriculum

Academic Term	PHTH	Course Name	Credit Hours	Total
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Summer, Year 1	614	Functional Kinesiology	3	13
	616	Examination Fundamentals	3	
	617	Evidence Based Practice	3	
	618	Professional Development	2	
	619	Health, Wellness, Nutrition	2	
Fall, Year 1	620	Pathology of Musculoskeletal Disorders	3	16
	621	Human Anatomy I	3	
	622	Musculoskeletal I – ICE I	3	
	624	Exercise Physiology	3	
	626	Intervention Fundamentals	3	
	627	Research Methods I	1	
Spring, Year 1	631	Human Anatomy II	3	15
	632	Musculoskeletal II – ICE II	3	
	633	U.S. Health Policy	3	
	637	Research Methods II	3	
	639	Psychosocial Aspects of Health	3	
Summer, Year 2	640	Pathology of Neurological Disorders (6 weeks)	3	13
	643	Informatics (6 weeks)	2	
	648	Clinical Education I (8 weeks)	8	
Fall, Year 2	650	Pathology of Cardio-Pulmonary Disorders	3	13
	651	PT Across Lifespan I	3	
	652	Musculoskeletal III – ICE III	3	
	655	Management of Neurological Disorders	3	
	657	Research Methods III	1	
Spring, Year 2	665	Management of Cardio-Pulmonary Disorders – ICE IV (8 weeks)	4	12
	668	Clinical Education II (8 weeks)	8	
Summer, Year 3	670	Pathology & Management of Integumentary & Other Systems	3	12
	671	PT Across the Lifespan II – ICE V	3	
	673	Practice Management & Administration	3	
	675	PT Management of Pediatrics	3	
Fall, Year 3	688	Clinical Education III	12	12

106

TOTAL

Doctor of Physical Therapy Course Descriptions

PHTH 614 Functional Kinesiology – 3 hours

This course will provide teaching and learning experiences on analysis and clinical application of biomechanical principles with particular attention to musculoskeletal structures and function; and how they play a role in human movement, activities, and participation. Prerequisite: To enroll in this course, students must be admitted to the Doctor of Physical Therapy Program.

PHTH 616 Examination Fundamentals – 3 hours

This course provides the foundations for the screening, examination, evaluation, diagnosis for patients/clients. Emphasis will be on Biopsychosocial assessment, Pain Mechanism assessment, and International Classification of Functioning Disability and Health (ICF) along with clinical reasoning and evidence-based practice. Students will be able to apply and practice patient management techniques in a simulation/laboratory setting. Prerequisite: To enroll in this course, students must be admitted to the Doctor of Physical Therapy Program.

PHTH 617 Evidence Based Practice – 3 hours

This course provides the student with the foundational knowledge to understand the principles of evidence-based physical therapist practice. Students learn to critically analyze research literature and interpret published research in terms of its quality and applicability to practice. The focus is on studies of interventions, prognoses, and diagnoses. The course also teaches students how to search for evidence through available databases, the elements of evidence including research design, subject selection, psychometric properties of variables and statistical approaches that will inform clinical practice. Prerequisite: To enroll in this course, students must be admitted to the Doctor of Physical Therapy Program.

PHTH 618 Professional Development – 2 hours

This course is designed to provide students with a framework for becoming excellent practitioners. Students will have the opportunity to learn about the core values of the profession of physical therapy and how to apply those values to becoming a culturally competent practitioner. Students will be introduced to effective strategies for communicating with various stakeholders. A focus will be placed on introducing APTA Code of Ethics, Core Values, State Practice Acts, and Federal Law to ensure a high standard of patient/client care. In addition, students will be challenged to reflect on their personal strengths and accomplishments while developing professional documents to assist in further growth in the profession. Prerequisite: To enroll in this course, students must be admitted to the Doctor of Physical Therapy Program.

PHTH 619 Health, Wellness, Nutrition – 2 hours

This course will provide students with the current theoretical framework for how people view and manage their health, what motivates healthy behaviors, and the facilitators and barriers to a healthy lifestyle. The focus of study is on current national recommendations for a healthy lifestyle for various age groups. The course also covers the five core components of healthy lifestyle behaviors: physical activity, sleep, stress, nutrition, and smoking. The course aims to equip students with the knowledge and skills to screen and address these components in their future patients or clients. Prerequisite: To enroll in this course, students must be admitted to the Doctor of Physical Therapy Program.

PHTH 620 Pathology of Musculoskeletal Disorders – 3 hours

This course will provide teaching and learning experiences for management of patient/client with musculoskeletal disorders and common disease conditions who are engaging with a multidisciplinary care team. This course will include presentations by interdisciplinary providers and consider management of pathology of med/surg management, pharmacological management, diagnostic tests and results. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 621 Human Anatomy I – 3 hours

This course provides teaching and learning experiences on the anatomical structures of the human body, their relationships, and functions through human cadaver dissection. The focus is on the musculoskeletal and neurological systems of the upper extremity, cranium, and spine. This course provides an introduction to the principal concepts, basic structure, and function of the human body. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 622 Musculoskeletal I – ICE I – 3 hours

This course provides teaching and learning experiences for the screening, examination, evaluation, diagnosis, prognosis, plan of care, and interventions pertaining to structures and function, activities, and participation limitations of the musculoskeletal upper extremities. Emphasis is on clinical reasoning and evidence-based practice. Students will apply and practice patient management techniques in a supervised clinical setting. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 624 Exercise Physiology – 3 hours

This course is designed to provide students with an understanding of the contribution and interactions of various body systems in creating normal human movement. The course focuses on the cardiovascular, pulmonary, neurological, and muscular systems and examines the responses of these systems to various levels of physical activity and physical training. Students will learn how exercise and physical activity impact human movement and function. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 626 Intervention Fundamentals – 3 hours

This course provides the foundations for prognosis, plan of care, and interventions for patients/clients. Emphasis will be on Biopsychosocial approach to intervention, pain modification, therapeutic exercise, design, dose, and delivery along with clinical reasoning and evidence-based practice. Students will be able to apply and practice patient management techniques in a simulation/laboratory setting. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 627 Research Methods I – 1 hour

This course is the first of a three-course series that will culminate in scholarly work. In this initial course, students will participate in a literature review and research design related to a selected scholarly pursuit. Students will be expected to demonstrate critical thinking; synthesize information from multiple resources; and write clearly, concisely, and professionally. By the end of the course, students should be able to comprehend, assess, and evaluate relevant primary literature and determine its potential impact on their

selected scholarly topic. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 631 Human Anatomy II – 3 hours

This course is a continuation of Human Anatomy I and will cover the anatomical structures of the human body, their relationships, and functions through human cadaver dissection. The focus is on the musculoskeletal and neurological systems of the pelvis, and lower extremities, as well as abdominal cavity, cardiovascular/pulmonary and circulatory systems. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 632 Musculoskeletal II - ICE II – 3 hours

This course provides teaching and learning experiences for the screening, examination, evaluation, diagnosis, prognosis, plan of care, and interventions pertaining to structures and function, activities, and participation limitations of the musculoskeletal lower extremities. Emphasis is on clinical reasoning and evidence-based practice. Students will apply and practice patient management techniques in a supervised clinical setting.

PHTH 633 U.S. Health Policy – 3 hours

This course explores the national policies related to health care, including the role of professionals in the delivery of health care, and socioeconomic, legislative, ethical, political, and historical perspectives and how they affect health policies, patient care, population health, costs, providers satisfaction, and health equity. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 637 Research Methods II – 3 hours

This course is the second of a three-course series that will culminate in scholarly work. In this course, students will participate in data collection and analysis related to a selected scholarly pursuit. Students will be expected to demonstrate critical thinking, analyze collected data; and write clearly, concisely, and professionally. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 639 Psychosocial Aspects of Health – 3 hours

This course provides teaching and learning experiences covering the environmental and personal factors contributing to health, function, and disability across the lifespan. This course will also include the assessment of patient/client concerns with standard tools and the practice of motivational interviewing, basic counseling, and communication skills. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 640 Pathology of Neurological Disorders (6 weeks) – 3 hours

This course will provide teaching and learning experiences for management of patient/client with neurological disorders and common disease conditions who are engaging with a multidisciplinary care team. This course will include presentations by interdisciplinary providers and consider management of pathology of med/surg management, pharmacological management, diagnostic tests and results. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 643 Informatics (6 weeks) – 2 hours

This course focuses on the application of a systematic approach to quality improvement in the design and management of health care services, including using patient-generated or practice-generated data to make systematic change. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 648 Clinical Education I - (8 weeks) – 8 hours

In this course, students apply and practice patient/client management through 8-week, full time, on-site interactions with patients/clients in an outpatient orthopedic setting. Students are supervised by a licensed physical therapist. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework and Comprehensive Practical 1 in the 3rd semester.

PHTH 650 Pathology of Cardio-Pulmonary Disorders – 3 hours

This course will provide teaching and learning experiences for management of patient/client with cardiopulmonary disorders and common disease conditions who are engaging with a multidisciplinary care team. This course will include presentations by interdisciplinary providers and consider management of pathology of med/surg management, pharmacological management, diagnostic tests and results. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 651 PT Across the Lifespan I – 3 hours

This course provides teaching and learning experiences for PT management across the lifespan. Emphasis on physical, mental, and psychosocial changes and needs of the individual from birth through adolescence. Emphasis is on clinical reasoning and evidence-based practice. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 652 Musculoskeletal III – ICE III – 3 hours

This course provides teaching and learning experiences for the screening, examination, evaluation, diagnosis, prognosis, plan of care, and interventions pertaining to structures and function, activities, and participation limitations of the musculoskeletal axial skeleton. Emphasis is on clinical reasoning and evidence-based practice. Students will apply and practice patient management techniques in a supervised clinical setting. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 655 Management of Neurological Disorders – 3 hours

This course provides teaching and learning experiences for the screening, examination, evaluation, diagnosis, prognosis, plan of care, and interventions pertaining to structures and function, activities, and participation limitations of neurological disorders. Emphasis is on clinical reasoning and evidence-based practice. Students will be able to apply and practice patient management techniques in a simulation/laboratory setting. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 657 Research Methods III – 1 hours

This course is the last in a three-course series that will culminate in a scholarly work. In this course, students will participate in synthesizing their findings, drawing conclusions, and disseminating their results of the selected scholarly pursuit to contribute to the body of scholarly work. Students will be expected to

demonstrate critical thinking and write clearly, concisely, and professionally. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 665 Management of Cardio-Pulmonary Disorders – ICE IV (8 weeks) – 4 hours

This course provides teaching and learning experiences for the screening, examination, evaluation, diagnosis, prognosis, plan of care, and interventions pertaining to structures and function, activities, and participation limitations of cardio-pulmonary disorders. Emphasis is on clinical reasoning and evidence-based practice. Students will apply and practice patient management techniques in a supervised clinical setting. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 668 Clinical Education II - (8 weeks) – 8 hours

In this second clinical education course, students will apply and practice patient/client management through 8-week, full-time, on-site interactions with patients/clients in an in-patient setting such as acute care hospital, skilled nursing facility or in-patient rehabilitation. Students are supervised by a licensed physical therapist. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 670 Pathology & Management of Integumentary & Other Systems – 3 hours

This course will provide teaching and learning experiences by interdisciplinary providers for management of patient/client with disorders and common disease conditions of the integumentary and other systems through management of pathology of med/surg management, pharmacological management, diagnostic tests and results. Additional teaching and learning experiences for the screening, examination, evaluation, diagnosis, prognosis, plan of care, and interventions pertaining to structures and function, activities, and participation limitations. Emphasis is on clinical reasoning and evidence-based practice. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 671 PT Across the Lifespan II – ICE V – 3 hours

This course provides teaching and learning experiences for PT management across the lifespan. Emphasis on physical, mental, and psychosocial changes and needs of the individual from adulthood to death. Emphasis is on clinical reasoning and evidence-based practice. Students will apply and practice patient management techniques in a supervised clinical setting. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 673 Practice Management & Administration – 3 hours

This course focuses on the application of relevant regulatory, administrative and management requirements as they relate to the implementation of professional practice including requirements related to third-party payment and billing, personnel issues, fiscal responsibility, and patient advocacy. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 675 PT Management of Pediatrics – 3 hours

This course provides teaching and learning experiences for the screening, examination, evaluation, diagnosis, prognosis, plan of care, and interventions pertaining to structures and function, activities, and participation limitations of the pediatric patient/client. Emphasis is on clinical reasoning and evidence-based practice. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework.

PHTH 688 Clinical Education III – 12 hours

In this final clinical experience, students apply and practice patient/client management through 14-week, full-time, on-site interactions with patients/clients in any type of setting, including specialty settings such as pediatrics. Students are supervised by a licensed physical therapist. Prerequisite: To enroll in this course, students must have successfully completed the previous semester's coursework and Comprehensive Practical 2 in the 7th semester.

Academic Policies

Registration

Registration for courses is coordinated through the Office of the Registrar using online forms and processes. Students will receive registration instructions prior to the beginning of each semester.

Transfer of Credit

Because of the highly specialized nature of the Doctor of Physical Therapy program, credit hours for previously completed courses from other programs typically may not be transferred for credit in the program.

Doctor of Physical Therapy Grading System

The following grading system will be used in all letter-graded courses in the Physical Therapy Program. Numerical course grades will be calculated to one decimal place when assigning letter grades.

Letter	Course grade range (%)	Quality Point value (used in determining GPA)
A	90 and above	4.0
B	80 - 89	3.0
C	70 - 79	2.0
F	Less than 70	0

*Percentages will be rounded to the nearest whole number for the course grade.

Faculty may also designate a course Pass/Not Pass (P/NP) with approval from the DPT Curriculum and Assessment Committee. Students may not elect to take a graded course P/NP. These courses are not included in GPA calculations. Other grades which may be earned include the following:

AU: Course audited. A course may be audited only upon recommendation of the assistant/associate Dean for academic programs and permission of the course instructor.

I: Incomplete (Temporary grade). The student is unable to complete required coursework by the end of the semester. To earn a grade, all coursework must be completed within eight weeks of the end of the academic year (the spring semester of the year in which the course was taken); otherwise a grade of F (or NP) will be assigned.

NR: Grade not reported (Temporary grade). Course extends beyond end of semester or required course evaluations are not completed. To earn a grade, all coursework must be completed within eight weeks of the end of the academic year (the spring semester of the year in which the course was taken); otherwise a grade of F (or NP) will be assigned.

UW: Unauthorized Withdrawal. The student does not withdraw but stops attending class. Zero quality points are assigned, and the course is included in the GPA calculation.

W: Withdrawn. The student withdraws from a course during the first two-thirds of a course. The course is not included in GPA calculations.

WF: Withdrawn Failing. The student withdraws from a course during the final one-third of the course. Zero quality points are assigned, and the course is included in the GPA calculation.

Definition of a Semester Hour of Credit

Manchester guidelines for defining the approximate amount of work required for one semester hour of credit is as follows: For a course composed of classroom instruction, a semester hour of credit would normally involve 14 to 15 meeting times each semester with each lecture class meeting for 50 minutes. For one credit of a laboratory course the student should have three to four hours of laboratory instruction each week of the semester.

For each hour of classroom instruction the student is expected to do two hours of preparation. Therefore, a typical three semester hour credit course over a semester would include 43 to 44 hours of class meetings and 86 to 88 hours of student work out of the classroom.

Dean's List

At the end of each semester, the Dean of Health Sciences and Pharmacy publishes the Dean's List. Students who are included in the Dean's List will:

- Be a student in good standing in the first, second, or third years of the doctoral program;
- Earn a semester grade point average of 3.5 or higher;
- Have completed at least 12 graded semester hours; and
- Not have any Incomplete (I) or Not Recorded (NR) grades at the end of the semester.

Withdrawal from the Physical Therapy Program

Manchester University regards the registration of a student as a contractual agreement. For this reason, special procedures must be followed in the event a student withdraws from a program at Manchester University. Any student considering withdrawal from the Physical Therapy Program for any reason after the beginning of classes initiates the process by having an interview with the Program Director. Before withdrawal is finalized, the student must meet with the Dean of Health Sciences and Pharmacy or the assistant/associate Dean of Academic Programs and return all required Manchester property to the Help Desk; this includes but is not limited to the Manchester-issued computer, photo identification card, and any keys issued to the student.

Refund Policy

Refund Tuition/Fees

In the case of official withdrawal from the university, a refund, less a withdrawal charge, is made according to the following schedules:

Fall and/or spring semester refund schedule

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|---|--------------------|
| • Withdrawal before the official start of the semester: | 100 percent refund |
| • Withdrawal during the first and second weeks of the semester: | 75 percent refund |
| • Withdrawal during the third and fourth weeks of the semester: | 50 percent refund |
| • Withdrawal during the fifth and sixth weeks of the semester: | 25 percent refund |
| • Withdrawal after the sixth week of the semester: | No refund |

Return of Title IV Funds – Graduate and Professional Programs:

Students who receive Title IV aid (Direct Loans and Direct PLUS Loans) and completely withdraw from the University are subject to the Return of Title IV Funds calculation, as mandated by the Department of Education. The Return of Title IV Funds calculation is different from the University's refund calculation; therefore, a student who withdraws before completing 60 percent of a payment period may owe the University for charges no longer covered by returned federal aid.

Under the Return of Title IV Funds calculation, the amount of Title IV aid a student has earned is determined by the percentage of days enrolled during a semester. This percentage is determined by dividing the number of days enrolled by the number of calendar days in the semester, including weekends and holidays. The student may retain the amount of aid earned. Any aid not earned will be returned to the appropriate programs. Once the attendance percentage has reached 60 percent, all Title IV aid is considered earned.

The date of a student withdrawal is determined by the University as follows:

- The student began the prescribed official withdrawal process;
- The student otherwise provided the school with official notification of the intent to withdraw; or
- For "unofficial withdrawals," the last date of attendance or the last date of participation in a class as determined by faculty. If no date can be documented, then the midpoint of the semester for which Title IV aid was disbursed will be used.

The federal return of funds policy requires that Title IV funds be returned in the following order:

Unsubsidized Federal Direct Loans
Subsidized Federal Direct Loans
Federal Direct PLUS Loans

The return of Title IV unearned funds will be completed no later than 45 days after the date of the school's determination the student withdrew.

Post-Withdrawal Disbursement

If Title IV aid has been earned by the student, but not disbursed prior to withdrawal, the student is entitled to a post-withdrawal disbursement. Manchester University will request the student's permission prior to disbursing the loan funds to the student's account. A letter will be emailed to the student's personal email address of record within 30 days of the date of determination the student withdrew, requesting that the student provide authorization in writing to disburse the funds. We ask that you respond within 14 days of receiving the letter to inform us if you want to accept the funding. If we do not receive a response, we are not required to make the post-withdrawal disbursement.

Payment of Refunds

Refunds are distributed according to the guidelines governing refunds for each source of funds drawn upon to pay educational costs, including any or all Federal Title IV funds.

Payment of University Charges

Semester payments are due May 1 for the summer session, July 20 for the fall semester, and December 20 for the spring semester.

Methods of payment accepted include:

- Online Payment Options through the Student Account Center
Students can access the Student Account Center through ChetNet. Parents/others that have been added as an Authorized User can access through the Student Financial Services website www.manchester.edu/sfs/payments.
- Electronic Check
 - Make payment online using an e-check. There is no fee for this service.
- Credit or Debit Card
 - Make a payment online using a Visa, MasterCard, Discover, or American Express card. Please note that a convenience fee of 2.85% or a minimum of \$3.00 (whichever is greater) will be charged by Pay Path for the processing of credit or debit card payments. Manchester University does not receive any portion of this non-refundable fee.
- Monthly payment option
 - Manchester University offers Spartan Payment Plans for interest-free, monthly payments. Yearly and semester only plans are available. Student and parents will enroll through the Student Account Center. Full details are available at the [Spartan Payment Plans](#) website.
- Check or money order payable to Manchester University, mailed to:
Manchester University
Attention Student Financial Services
604 E. College Ave.
North Manchester, IN 46962
- In Person payment
 - Check, cash, or money order payments can be made Monday through Friday, 8 a.m. to 5 p.m. in the Student Financial Services office located in Chinworth suite 103 on the North Manchester Campus.

Students with unpaid balances may lose current enrollment and will not be allowed to register for any subsequent terms. Transcripts and diplomas are withheld from those who have not settled their financial obligations to Manchester University, which may include collection fees, attorney's fees, and court costs. Students are not fully registered, nor will they have the privilege of class attendance or use of University facilities until their charges are paid. A service charge of 1.5 percent or \$30, whichever is greater, may be added to any unpaid balance in the student account as of the last working day of each month.

Progression in the Doctor of Physical Therapy Program

- A student must complete all required courses with a grade of C or better to progress in the program.
- A student must pass the comprehensive practical examinations in semester 3 and 7 to progress to PPTH 648 Clinical Education I and PPTH 688 Clinical Education III respectively.

Didactic Remediation Policy

Students may encounter difficulties during their time in the program and not meet program benchmark competency levels or personal achievement goals. Remediation activities will be provided for students to demonstrate competency in course content and skills and an opportunity to improve course scores.

Remediation activities and processes are specific to each course and are determined by course faculty/instructors and outlined in the course syllabus. Activities may include, but are not limited to, re-submission of course assignments, creating a video presentation, oral examination, completing re-assessment of skills, etc. Deadlines for completion of remediation activities are at the discretion of the course faculty; all remediation activities must be completed no later than two working days following the end of the semester.

Remediation of Clinical Education Experiences

Remediation is initiated by the clinical instructor, Site Coordinator of Clinical Education (SCCE), or Director of Clinical Education when a student does not pass or is at risk for not passing a clinical education course (e.g., CPI evaluation, documented critical incident). Remediation is intended to address the specific performance and/or professional concerns.

The remediation plan is created in collaboration with the student and clinical instructor with approval from the Director of Clinical Education. Remediation activities may include, but are not limited to, additional clinical hours in the same clinical setting (clinical instructor may or may not be the same), additional clinical hours in a different clinical setting, completion of simulated clinical scenarios, a demonstration of specific examination or intervention skills, etc. Students may not appeal a course remediation plan. The student is required to complete the remediation plan demonstrating competence and safety to earn a Pass (P) grade before progressing to the next clinical education course (PHTH 648, PHTH 668) in the curriculum or graduating from the program (PHTH 688). Students not demonstrating required competence and/or safety following remediation will earn a No Pass (NP) grade for the course. Students are allowed to complete one remediation in the long-term clinical education course series.

Remediation of Comprehensive Practical Examinations

Comprehensive practical examinations are administered in semester 3 and 7 and are progression requirements demonstrating student safety and competency prior to entering PHTH 648 Clinical Education I and PHTH 688 Clinical Education III respectively.

Students must 1) achieve a SAFETY score of OBSERVED CORRECT without cueing, 2) achieve an overall score of 75% or greater, and 3) require 5 or fewer (non-safety related) cues throughout the examination to pass the practical.

Students who do not pass will be scheduled for a second attempt.

A remediation plan will be created if the 1) student requests remediation prior to second attempt, 2) student is not successful on a second attempt OR 3) reason for not passing was due to the SAFETY element scored as NOT CORRECT.

The remediation plan is created by the student in collaboration with their faculty advisor to address the specific performance and professionalism concerns. Remediation plans must be completed prior to the student's next attempt. Individuals who do not pass following remediation will not progress in the program.

Academic Probation

A student will be placed on academic probation under these conditions:

- Earning 6 or more credit hours below a B cumulatively over the entire program

A student who is placed on academic probation must meet with their faculty advisor and create a learning contract to assure that the student is provided with the best opportunity to continue in the program.

- A student may come off academic probation when the student completes 2 consecutive semesters with all course grades of at least a B

Deceleration

A student may request the creation of an alternate plan of study when

- At least one course grade is below a C for any given semester OR
- Total credit hours of course grades below a B exceed 8.

Alternate plans are created in collaboration with the student and their faculty advisor and must be approved by the associate dean of graduate and professional education to repeat the course(s) or the equivalent during the next course offering.

- Prior to the next course offering, students may be required to complete additional, supplemental coursework at the discretion of the assistant/associate dean of graduate and professional education and/or the Health Sciences and Pharmacy Academic Standards and Progression (HSPASP) committee to help them succeed in the program.
- Students may only request one alternate plan during the program.

Suspension and Dismissal from the Physical Therapy Program

Suspension: A suspended student is removed from the Physical Therapy Program for a length of time.

During this time, they cannot graduate or progress toward earning a degree at the Program. Suspended students are not automatically readmitted to the Physical Therapy Program. They may apply for readmission to the Program based on the criteria delineated in their suspension. If readmitted, the student's prior course credits count towards progression in the program.

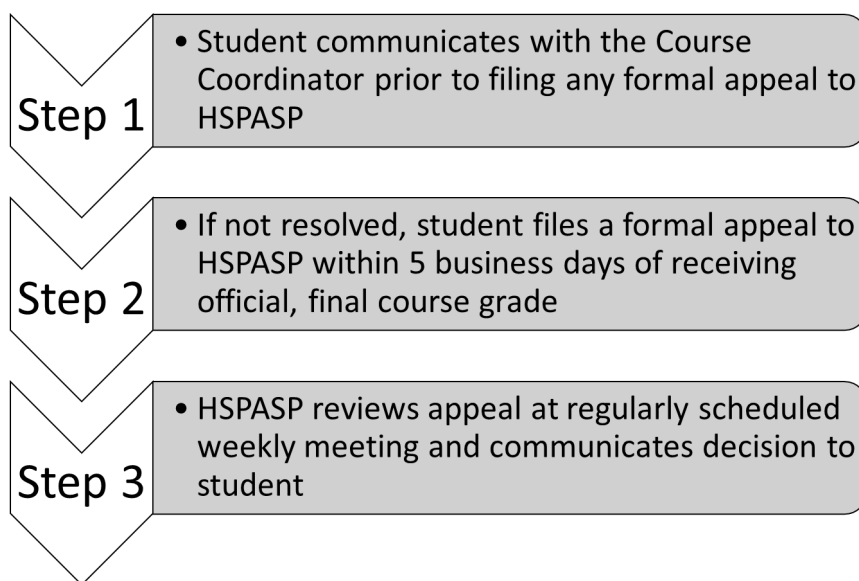
Dismissal: A dismissed student is removed from the Physical Therapy Program. The student may reapply for admission as any other eligible student and may or may not be readmitted to the Physical Therapy Program. If readmitted, the student's prior course credits do not count towards progression in the program.

These actions will be communicated to students at the end of each semester. The assistant/associate Dean for academic programs will also present a semester-end report to the faculty showing the number of students in each category at the end of each semester.

Health Sciences and Pharmacy Academic Standards and Progression Committee (HSPASP)

Purpose: To review all grade appeals and appeals to the academic policies within the Health Sciences and Pharmacy Programs. The committee has the right and responsibility to render decisions and apply stipulations regarding the appeals. All steps in the appeal process must be followed or the appeal will not be processed.

Structure: The structure of this committee is outlined in the Health Sciences and Pharmacy Faculty Handbook. The general process for filing all appeals is outlined below.



Course Grade Appeal Process

A student is eligible to appeal a final course grade. The basis of a course grade appeal must be specific to the course section in which the grade was earned.

- Communication with the Course Coordinator (prior to filing a formal appeal)
 - The student must communicate in writing with the course coordinator about the course grade and the basis for any planned appeal. In the case of experiential course grade appeals, an administrator from the OEE can conduct this communication. The communication must occur after the course grade is finalized and before the student submits a formal letter of appeal to the HSPASP.
- If the student chooses to enter into the formal appeal process following the communication with the course coordinator, they can formally appeal using the process below.
- Formal Appeal to HSPASP
 - Within five business days of receiving official notification of the final course grade by the Office of the Registrar, the student may submit an appeal to the HSPASP using the appeal form obtained by emailing the Office of Academic Affairs - Fort Wayne oaafw@manchester.edu. The appeal form provides the mechanism for submitting the Formal Letter of Appeal (LOA) and proof of written communication with the course coordinator. In the LOA, the student must demonstrate that it is more likely than not one or more of the following occurred, resulting in a negative impact on the student's grade:
 - Unfair grading (e.g., arbitrary, the grade that was earned was **not** based on objective criteria or the student was held to a different standard than their peers in that course section);
 - Procedural or clerical error

LOAs received that do not specifically identify or provide supporting evidence that unfair grading or errors have occurred will be dismissed without progressing to a committee hearing. If evidence is provided, the following will occur:

- The student will submit the LOA using the appeal form. The form will be shared with all HSPASP committee members and the relevant course coordinator. It may also be shared with others when deemed necessary by the HSPASP committee.
- The HSPASP chair will contact the course coordinator and student to allow for their participation in the appeal process.
- If the appeal is regarding experiential education, the OEE will contact the preceptor to allow for participation in the appeal process. OEE will copy the chair of HSPASP on this correspondence.
 - If the preceptor elects to not participate in the appeal process, an administrator from the OEE will be responsible for representing the preceptor in the appeal process.
 - If the preceptor elects to participate in the appeal process, he/she/they will receive a copy of the LOA and be in communication with HSPASP during the appeal process.
- The HSPASP will review appeals at its next regularly scheduled meeting.
 - During the review, the HSPASP will invite the student, course coordinator and other relevant persons to participate in the review. Invited persons are not required to attend. Choice of attendance will not be taken into consideration as part of the review process. Meetings may proceed only when there is a quorum. Three of the voting members of the committee shall constitute a quorum at committee meetings.
 - The HSPASP decision will be determined at the conclusion of the meeting if the requirements of quorum are met and if no additional information is needed to render a decision.
- The Office of Academic Affairs – FW communicates HSPASP’s decision to the student and course coordinator (and any preceptor who has elected to be included in the process) via email.
- For course grade appeals, the decision of the HSPASP is final. Records of appeals and decisions of the HSPASP are kept by the Office of Academic Affairs – FW.

Academic Policy and Progression Appeal Process

- The Office of Academic Affairs – FW notifies the student or the student becomes aware of a failure to meet progression requirements or of a violation of an academic policy. The student may elect to file an appeal of progression standards or policy.
- Appeal to HSPASP
 - Within five business days of receiving official notification of the final course grade by the Office of the Registrar or notification by the Office of Academic Affairs - FW, the student may submit an appeal to the HSPASP using the appeal form obtained by emailing the Office of Academic Affairs - Fort Wayne oaafw@manhcester.edu. The appeal form provides the mechanism for submitting the LOA. In the LOA, the student must clearly explain reasons for appealing the policy or progression standard.
 - The student will submit the LOA using the appeal form. The form will be shared with all HSPASP committee members and the relevant course coordinator if necessary. It may also be shared with others when deemed necessary by the HSPASP committee.
 - The LOA must state the policy that is being appealed and the grounds for the appeal. If no grounds for an appeal are provided in the LOA, the appeal will be dismissed.

- If the policy/progression appeal also includes a grade appeal, one LOA should be submitted that will include both the grade appeal and the appeal of the academic policy/progression, each clearly delineated. A student should only submit one LOA.
- The HSPASP will review appeals at its next regularly scheduled meeting.
 - During the review process, HSPASP will gather relevant data and evidence regarding the student's academic and professional performance which may include but is not limited to: course grades, rotation evaluations, HSAPCC, etc.
- During the review, the HSPASP will invite the student, course coordinator and other relevant persons to participate in the review. Invited persons are not required to attend. Choice of attendance will not be taken into consideration as part of the review process.
- Meetings of HSPASP may proceed only when there is a quorum. Three of the voting members of the committee shall constitute a quorum at committee meetings.
- The Office of Academic Affairs – FW communicates HSPASP's decision to the student and course coordinator (and any preceptor who has elected to be included in the process) via email.
- Appeal to the Dean of Health Sciences and Pharmacy (Dean)
 - Within five business days of receiving the HSPASP decision, the student may submit a letter via email appealing the stipulations or process of the HSPASP decision to the Dean.
 - The student must also copy the chair of the HSPASP.
 - If the student fails to copy the chair of the HSPASP, the appeal will not be reviewed by the Dean.
 - If the student fails to provide any evidence of an unfair, arbitrary, or erroneous HSPASP decision, the appeal will not be reviewed by the Dean.
 - Within five business days of receiving the appeal, the Dean will review the appeal.
 - The Dean will conduct an independent investigation regarding the appeal and may collect any information necessary to render a decision.
 - Following the review, the Dean communicates the decision via email to the student and will copy the chair of the HSPASP.
 - The Dean is limited only to one of the following decisions:
 - Uphold the decision made by HSPASP without modification.
 - Uphold the decision made by HSPASP, yet modify the stipulations placed by HSPASP.
 - Reject the decision made by HSPASP if the Dean determines that HSPASP's decision was made unfairly or without following the outlined process.
 - In this instance, the Dean will determine the appropriate action. This decision of the Dean is final.

Academic and Professional Conduct Committee

Students are expected to abide by the general principles of academic integrity and a defined code of conduct representing the Program. The Academic and Professional Conduct Committee provides the framework to communicate the integrity and professionalism of all members of the professional programs (students, faculty, staff, and administration) community pertaining to academic training, as well as behaviors inside or outside of the classroom, that are deemed essential characteristics of a professional. The Academic and Professional Conduct Committee will consist of two primary articles: academic integrity and unprofessional behavior.

Academic integrity will feature six violation categories: cheating, plagiarism, facilitating academic dishonesty, abuse of academic materials, stealing, and lying. Unprofessional behavior will feature three categories of conduct: within the College, in experiential rotation settings, and within the Profession.

Students will affirm the Honor Code during new student (P1) orientation, typically as part of the White Coat Ceremony. Students will attest to this affirmation by signing the Honor Code. Students will reaffirm the Honor Code throughout their academic program. The Academic and Professional Conduct Committee will address violations of the Honor Code and other complaints against Doctor of Physical students. The entire Academic and Professional Conduct Committee process may be found in the Physical Therapy Program Student Handbook.

Graduation and Commencement

A student will graduate from the Doctor of Physical Therapy program when he or she has been judged by the faculty to have met all academic and professional requirements of the program, and has also:

- Completed all required courses, and the required number of elective courses, in the curriculum with a grade of C or better (or P)
- Completed all non-course requirements (e.g., comprehensive exams, comprehensive practical exams.)
- Passed all required competency assessments.

National and State Licensure Exams

Upon graduation physical therapy students will be required to pass the National Physical Therapy Exam (NPTE) or any other state required law exam before obtaining licensure.

- The National Physical Therapy Licensure Examination measures a candidate's knowledge of the practice of Physical Therapy. The NPTE has 250 multiple choice practice questions and is administered by the Federation of State Boards of Physical Therapy. For more information on the NPTE, visit <https://www.fsbpt.org/Secondary-Pages/Exam-Candidates/National-Exam-NPTE>

Advising, Mentoring and Student Success

S.M.A.R.T. Program

This program is a multi-faceted approach to supporting the success of all professional students. A variety of services and programs have been implemented to support the mission and goals of College of Health Sciences and Pharmacy:

- **S – Student (Peer) Mentor Program** – each student will have a student mentor assigned prior to starting the program, serving as a valuable information and communication resource.
- **M - Faculty Mentoring Program** – each student will have a faculty mentor throughout their time in the program, serving as a valuable information and communication resource.
- **A - Academic Support** – includes programs, resources, and structures that promote all members of the community to learn efficiently and effectively, develop effective study strategies, and develop the critical thinking skills necessary to succeed academically.
- **R - Referral System** – an online system that provides an opportunity for concerned members of the Physical Therapy Program community to reach out and offer help and assistance to students in the program.
- **T – Team Works** – Students will become more aware of the importance of teamwork through the creation of working teams within each cohort. These teams will be used throughout the semester or academic year in most courses.

Academic Check

The purpose of ongoing grade checks is to identify students throughout the semester/course who are in academic difficulty and provide them with resources and counseling to help them succeed in the program. Please see the Student Handbook for more details regarding the grade check and notification process.

Privacy and Student Records

Manchester University Physical Therapy Program fully complies with the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), which establishes that a post-secondary student has the right to inspect and review his or her academic records and prohibits outside parties from obtaining the information contained in these records without the student's written consent. However, a student may waive the right to review certain confidential information contained in his or her file.

The University collects, records and uses information about students to carry out its educational mission. The University recognizes its responsibility for protecting the privacy rights of students regarding their academic and personal records. Students are provided access to information contained in their own official education records, a procedure for correction or deletion of inaccuracies found in their records, and a degree of control over the release of information from their records.

Records of students and graduates are maintained in accordance with all applicable federal and state laws. The Registrar is responsible for maintaining and updating student files, which include application materials, transcripts from previously attended institutions, grades, and information related to academic and clinical performance in all phases of coursework. Faculty and administration have access to student files for legitimate educational purposes only.

Certain items of personal information are considered directory information and may be published without students' permission. Directory Information items include name, dates of attendance, degrees earned, local and home address, email address, phone number, major, participation in officially recognized activities and sports, height and weight and honors received.

A student has the right to request in writing, prior to the first day of classes of any semester, that any item listed as directory information not be released without his/her consent.

Procedures for student access to records may be obtained from the Office of the Registrar.

Leave of Absence Policy

Manchester University permits students to interrupt their studies when appropriate. If granted, a leave of absence allows a student to continue under the requirements in effect when he/she was initially admitted. A student who wants to interrupt their studies at the University for a temporary period may maintain degree status and ensure that his/her degree requirements will remain the same by taking a leave of absence for a maximum total of 180 days in any 12-month period. A degree candidate who is granted a leave of absence does not need to be readmitted to the University upon returning to their program of study.

A student must meet the following requirements to be eligible for a leave of absence:

- Be a degree seeking undergraduate or graduate or professional student
- Be registered for the semester immediately prior to the beginning of the Leave of Absence
- Be in good academic standing, on probation, or on continuing probation with his/her college
- Have no holds (i.e. disciplinary or financial) which would restrict registration
- Submit a formal written and signed Leave of Absence application form, which specifies the reason for the student's leave.

Student Services

Information Technology Services (ITS)

The Manchester University Physical Therapy Program incorporates a great deal of information technology. The Canvas support system can answer any questions relating to the learning management system. The Information Technology Services department supports all computer and network technology for the program. The following is the contact information for these services:

- **Canvas Support**
For assistance with Canvas, please use the Canvas Support System.
Email: canvashelp@manchester.edu
Chat: available within Canvas, located in the menu bar
Phone: 1-877-227-9487
- **Respondus Lockdown Browser**
This tool is frequently used for quizzes given in Canvas. For more information about Respondus Lockdown Browser, please see [Student Resources and Support](#). Please note that Manchester University has already installed Respondus on your laptop, but you are responsible for making sure the program is up-to-date.
- **ITS Check Out**
Equipment spares are on hand at the Helpdesk. Students can borrow laptops, chargers, privacy screens, network cables, and more. An ID card, or other collateral, must be left at helpdesk while equipment is out.
- **Help Desk Contact Information & Hours**

For assistance with computer software or services provided by Manchester University (including password retrieval), please contact the Information Technology Services (ITS) Help Desk using one of the methods below.

Please note that a request for ITS help can be made at any time (24/7) using the ticket submission system. The link to the ticket submission system is located below, and within every Canvas course. The tickets will be monitored at all times and responded to within 12 hours of the ticket submission during business hours.

		Response Time
Web:	https://service.manchester.edu	
To submit a ticket:	https://service.manchester.edu/incidents/new.portal	Within 12 hours of ticket submission
Email:	helpdesk@manchester.edu	Varies
Phone:	1-260-470-2727	Immediately, if available Hours are Monday-Friday, 8am – 5pm EST

Library Resources

The library provides print and electronic resources to support the University curriculum, consultation and interlibrary loan services to aid research and instruction in the discovery and use of information sources. Library services are available on site, as well as online through the Funderburg Library website (www.manchester.edu/Library)

The Health Sciences and Pharmacy Resource Center on the Fort Wayne campus provides a print and electronic library collection that students may use. Students will be able to use the electronic collection within the main library website and will also have access to a designated page <https://libguides.manchester.edu/physicaltherapy> specifically for the program coursework.

Disability Support Services

In compliance with Section 504 of the Rehabilitation Act and the ADDAA, Disability Support Services provides support services to students with documented disabilities to give them equal access to academic programs and participation in the total Manchester experience. If a student has a recognized physical, learning, sensory or psychological disability or medical impairment, they can access tools and resources to help them succeed academically and personally at Manchester.

The disability support coordinator within the Academic Support department oversees the process which includes reasonable accommodation, student consultations, and promotion of self-advocacy skills. In addition, the administrative assistant for the office of academic & student affairs will coordinate exam proctoring.

Financial Aid

Students must file the Free Application for Federal Student Aid (FAFSA) for consideration of federal direct student loan eligibility. Questions about financial aid should be addressed to Student Financial Services, Manchester University, 604 E. College Ave., North Manchester, Indiana 46962. Phone: 260-982-5066.