



Sargent College of Health
& Rehabilitation Sciences

ACCELERATED HEALTH STUDIES / DOCTOR OF PHYSICAL THERAPY PROGRAM

Academic Policy and Procedures Manual 2024-2025

Fall 2024

Boston University
Sargent College of Health and Rehabilitation Sciences
Department of Physical Therapy
Accelerated BS Health Studies/Doctor of Physical Therapy Program

BS/DPT Students:

The following academic and clinical policies and procedures reflect the requirements of the BS/DPT program. It is assumed that all persons enrolled in the BS/DPT program have read and accept these policies and procedures. These policies are in addition to those established by Boston University and the Boston University Sargent College of Health and Rehabilitation Sciences.

You are responsible for knowing and understanding the contents of this document. If there are issues or items that are not clear to you, it is your responsibility to seek clarification.

Any updated information or additions will be given to you as necessary.

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Director, Programs in Physical Therapy

SCOPE OF THE BS/ DPT ACADEMIC POLICY & PROCEDURE MANUAL

Information in this manual is not intended to be fully comprehensive. Students should also refer to policies, data, or listings that are found in: *BU Sargent College Graduate or Boston University Bulletin, Academic Conduct Code, Boston University or BU Sargent College websites.*

While every effort is made to keep all these sources accurate, up-to-date, and in agreement with one another, occasional discrepancies may occur and will be resolved by consultation with your Program Director.

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WELCOME TO BOSTON UNIVERSITY SARGENT COLLEGE OF HEALTH & REHABILITATION SCIENCES

MISSION OF BOSTON UNIVERSITY

Boston University is an international, comprehensive, private research university, committed to educating students to be reflective, resourceful individuals ready to live, adapt, and lead in an interconnected world. Boston University is committed to generating new knowledge to benefit society.

We remain dedicated to our founding principles: that higher education should be accessible to all and that research, scholarship, artistic creation, and professional practice should be conducted in the service of the wider community—local and international. These principles endure in the University's insistence on the value of diversity, in its tradition and standards of excellence, and in its dynamic engagement with the City of Boston and the world.

Boston University comprises a remarkable range of undergraduate, graduate, and professional programs built on a strong foundation of the liberal arts and sciences. With the support and oversight of the Board of Trustees, the University, through our faculty, continually innovates in education and research to ensure that we meet the needs of students and an ever-changing world.

MISSION OF BU SARGENT COLLEGE

The mission of Boston University Sargent College of Health and Rehabilitation Sciences is to advance, preserve, disseminate, and apply knowledge in the health and rehabilitation sciences. BU Sargent College strives to create an environment that fosters critical and innovative thinking to best serve the health care needs of society.

INTRODUCTION TO BU SARGENT COLLEGE

Boston University Sargent College of Health and Rehabilitation Sciences became part of Boston University in 1929. It originally was founded as a School of Physical Training in Cambridge, Massachusetts by Dr. Dudley Allen Sargent in 1881. Dr. Sargent built an international reputation as an innovator in health promotion and physical conditioning. With the expansion of knowledge about health and the increase in complexity of society's health care needs, BU Sargent College continuously improves our degree programs to meet the needs of future professionals in health fields.

ACADEMIC PROGRAMS

Undergraduate programs include Health Science, Health Studies (undergraduate portion of the Doctor of Physical Therapy program), Human Physiology (pre-med), Dietetics, Nutritional Science (pre-med), Speech, Language and Hearing Sciences, and Behavior & Health. Graduate programs are offered in Human Physiology, Nutrition, Occupational Therapy, Physical Therapy, Rehabilitation Sciences and Speech-Language Pathology.

ABSENCE FOR RELIGIOUS REASONS

Massachusetts law and Boston University policy requires faculty and staff to accommodate students who are absent due to religious observance.

Massachusetts General Law Chapter 151C, Section 2B, states:

Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

The University implements this law as follows:

1. Students are permitted to be absent from class, including classes involving examinations, labs, excursions, and other special events, for purposes of religious observance. Class and other work shall be made up in consultation with the student's instructors. All religious observances, within all religious traditions, are subject to this accommodation. A list of religious groups currently active on campus may be found at the religious life link on the university's website.
2. When preparing syllabi, instructors should be mindful of major days of religious observance. <http://www.bu.edu/chapel/religion>.
3. It is recommended that instructors provide students with the dates and times for examinations and other major course obligations at the beginning of the semester or summer session and that students inform instructors of conflicts due to religious observance very early in the semester, so that accommodations can be made.
4. Once a student informs an instructor of a conflict due to religious observance, the instructor and student should seek to arrive at mutually acceptable alternative arrangements for class work and examinations. In general, the student must be given the opportunity to do appropriate make-up work that is equivalent to the original examination, assignment, or other academic exercise. This could be the same work with a different due date, or a substantially similar exercise at another time. Make-up examinations and work should be arranged so as to not create an unreasonable burden upon either the student or the instructor or school. To

avoid misunderstandings, the agreed-upon arrangement should be put in writing. If, after discussion, the instructor and student cannot agree on an accommodation, the advice of the college dean's office should be sought.

5. Students or teachers who would like advice or counsel about religious observance may call or email the Dean of Marsh Chapel (Robert Alan Hill, 617-358-3394, rahill@bu.edu) or the Director of Marsh Chapel (Heidi Freimanis-Cordts, 617-358-3390, hrf@bu.edu) for help in the administration of this policy.

ATTENDANCE

Students are expected to attend each class session unless they have a valid reason for being absent. Students may be required at any time to account for undue irregularity in attendance. Any student who has been excessively absent from a course may be required to withdraw from that course without credit. Students who expect to be absent from class for more than five days should notify the dean promptly.

Students absent from classes more than two days for illness should be under a doctor's care. Students who are absent five days or more for illness should present to BU Student Health Services a certificate of fitness from their physician or be examined at BU Student Health Services.

ACADEMIC PROBATION, SUSPENSION AND REINSTATEMENT

The university policy on academic probation can be found [here](#). Students on probation are encouraged to seek advice from their academic advisor and/or an academic counselor at the college.

A letter is sent to each student informing them of their academic probation status.. Specific program policies may be more stringent than the College policy.

SUSPENSION OR DISMISSAL

Boston University, through its various faculties and committees, reserves the discretionary right to suspend or dismiss any student from the University for failure to maintain a satisfactory academic record, acceptable personal behavior, or for other reasons of health, safety, or welfare of the University community. It is University policy that no progress can be made toward a degree during a period in which the student is suspended from the University for disciplinary reasons. Hard copies of Boston University's [Code of Student Responsibilities](#) are available from the Office of the Dean of Students, East Tower, George Sherman Union, 775 Commonwealth Avenue, Boston, MA 02215.

DISABILITY ACCOMMODATION

In compliance with the Americans with Disabilities Act, the admissions process does not require disclosure of a disability. However, all enrolled students must be capable of meeting the technical standards for the academic and clinical education components of the DPT program. These technical

standards are necessary for full participation in the curriculum, and it is expected that students will function independently, which generally means, without the aid of an intermediary, to achieve proficiency in all curricular areas. Applicants and students should review the technical standards for the DPT program carefully. A student who has a disability may request reasonable accommodations. Requests for disability accommodations must be made in a timely fashion to [Disability & Access Services](#), 25 Buick Street, Boston, MA 02215; 617-353-3658 (Voice/TTY). Students seeking accommodations must submit appropriate medical documentation and comply with the policies and procedures of Disability & Access Services.

GRADE GRIEVANCE POLICY

This [policy](#) provides a means for a student to contest a final undergraduate course grade received in a credit-bearing Boston University course when that grade is alleged by the student to be arbitrary. Grading is the prerogative of the faculty and is based upon a student's performance against a clearly articulated set of assignments, expectations, and standards.

Arbitrary grades are defined as those:

- assigned to a student on some basis other than performance in the course; or,
- assigned to a student by resorting to unreasonable standards different from those which were applied to other students in that course or section of the course; or,
- assigned to a student on the basis of criteria that are a substantial, unreasonable, and unannounced departure from the instructor's previously articulated standards.

Issues that do not meet one or more of these criteria of arbitrariness are not appropriate bases for a grade appeal under this policy. Students must begin the process for contesting the course grade within 6 weeks of the official posting of the grade.

SEXUAL MISCONDUCT/TITLE IX

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits sex-based discrimination in federally funded education programs and activities. This law makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources at the [Sexual Assault Response & Prevention Center](#).

LATIN HONORS

Calculation of Latin honors includes all semesters at Boston University:

- summa cum laude – top 5% of graduating class
- magna cum laude – next 10% of graduating class
- cum laude – next 15% of graduating class

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BU SARGENT COLLEGE CORE POLICIES

PROFESSIONAL BEHAVIOR

BU Sargent College strives to create an environment that fosters critical and innovative thinking to best serve the health care needs of society. This environment is made possible only through full participation of all members of the BU Sargent College community. A key expectation of this community of scholars, educators, practitioners, and students is the adherence to the highest standards of professional and ethical behavior.

Academic performance is one indicator of success for BU Sargent College students. Students are also expected to demonstrate professional behavior, to accept responsibility for their actions, and to expect the same from their peers. Professional behavior is expected across environments, whether the student is engaged in clinical practice, classroom instruction, peer or faculty interaction, research, or laboratory activities. Students are expected to know and comply with the specified rules for each of their academic and clinical experiences.

Students are evaluated on professional behavior in addition to academic performance. Failure to meet the standards for professional behavior may result in dismissal from the program. The specific responsibilities of students are outlined in the program manuals. (Adopted by SAR Faculty, 12/98)

INTRA-UNIVERSITY TRANSFER

Intra-university transfer applicants to BU Sargent College programs should make an appointment to speak with an academic counselor at the Academic Services Center (ASC). Transfers into the BS/DPT program are accepted on a space available basis and are based on the strength of the students GPA, which must be above a 3.0. Students with the highest GPA receive preference.

DEAN'S LIST

Full-time students are named to the Dean's List for excellence of scholarship upon achieving a grade point index of 3.5 in any one semester with no incomplete grades and at least 12 credits of letter grades; P/F grades are not considered.

BU HUB REQUIREMENTS

All BU Sargent College students must earn **26 Hub units**, spread across the 6 Capacities. The minimum requirements are located on the [BU HUB website](#).

UNDERGRADUATE ACADEMIC PROBATION

Any student whose grade point index is below a 2.0 will be placed on academic probation by Sargent College. Students placed on academic probation will be notified by the college. To remove probationary status, students must achieve a 2.0 GPI in the following semester. Any student who has two consecutive semesters of a GPI below a 2.0 will be academically dismissed from the college but they will be allowed a transitional semester as an undeclared student to raise their GPA to transfer to another college within the University or elsewhere. If, at the end of that semester, they are unable to successfully transfer, they will be dismissed from the University.

A student on probation may be ineligible to receive any financial aid from the university or college.

A letter is sent to each student informing them of their academic probation status. A copy of this letter is sent to the faculty advisor. Students on probation are encouraged to seek advice from their academic advisor and/or an academic counselor at the college.

TERMINATION OF ENROLLMENT FOR ACADEMIC REASONS AND APPEAL PROCESS

Any student with two consecutive semesters of a GPI below a 2.0 will be terminated from the college. Termination of matriculation within the college shall occur for any student at the end of the second semester of unsatisfactory work, but a transitional semester will be granted as stated above. This decision can be appealed, and a formal petition can be submitted to the BU Sargent College Committee on Academic Policies and Procedures (SAR CAPP) by contacting the ASC.

Note: *Specific program policies may be more stringent than the college policy.*

GRADUATION DEADLINES

A Graduation Application must be submitted to the ASC by February 1 for May or September degree dates or by October 1 for January graduation. Students are responsible for the accuracy of their graduation applications. BU Sargent College baccalaureate degree requirements must be completed within eight years of the initial date of matriculation at Boston University.

POLICIES ON ACADEMIC DISHONESTY

Boston University Sargent College of Health and Rehabilitation Sciences is committed to creating an intellectual community in which both faculty and students participate in the free and uncompromising pursuit of learning. This is possible only in an atmosphere of mutual trust where the discovery and communication of truth are marked by scrupulous, unqualified honesty. The college expects all students to adhere strictly to the accepted norms of intellectual honesty in their academic and clinical work. It is the responsibility of the student to abide by the BU [Academic Conduct Code](#).

MARIJUANA & SUBSTANCE USE

The possession or use of marijuana (in any form, with or without a prescription) and other controlled substances on BU's campuses is prohibited by federal law and is grounds for discipline by the University. Similarly, impairment due to the use of marijuana (again, in any form, with or without a prescription) or other controlled substances during Sargent program activities (e.g. in class, at fieldwork sites) may also subject a student to disciplinary action by College. While Sargent does not currently conduct drug tests of students in its professional programs, we cannot guarantee that all clinical/fieldwork sites which Sargent students might participate in do not conduct drug testing and/or that they would accommodate any student who uses medical marijuana with a prescription.

COVID-19 VACCINATION

Boston University's COVID-19 Policy allows students to request an exemption from the vaccine mandate for religious or medical reasons. However, many of our partnering clinical, field, internship, or practicum sites do not recognize exemptions from BU and/or require student trainees to request an exemption directly from the site. This may impact your ability to complete these experiences, which are required for successful completion of the degree program.

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WELCOME TO THE ACCELERATED HEALTH STUDIES/DOCTOR OF PHYSICAL THERAPY PROGRAM

DEPARTMENT OF PHYSICAL THERAPY MISSION STATEMENT

The mission of the Department of Physical Therapy is to advance, disseminate, and apply knowledge in the fields of rehabilitation sciences. The department strives to develop critically thinking, innovative and evidence-based professionals who engage in life-long learning and leadership in the areas of clinical practice, research, and community service.

PHYSICAL THERAPY PROGRAM MISSION STATEMENT

The mission of the physical therapy program at Boston University's Sargent College of Health and Rehabilitation Sciences is to produce clinical leaders in the field of physical therapy who provide the highest standard of empathetic care to improve patient outcomes through critical thinking and evidence-based practice. Graduates will apply clinical reasoning to patient centered care, engage with research to advance the profession, and advocate for individual and societal health and wellness.

EDUCATIONAL PHILOSOPHY OF THE PHYSICAL THERAPY PROGRAM

The physical therapy curriculum of BU Sargent College emphasizes a conceptual framework for clinical practice across all clinical content areas which is a combination of the patient/client management model of practice described by the guide to physical therapist practice, the international classification of functioning and disability model of disablement, and the systems model of motor control to drive a hypothesis-oriented examination based on function and a task-based approach to intervention. We believe that altered human movement is best understood using a functional approach to the movement system. It is the examination of function/movement that drives the subsequent comprehensive physical therapy examination and intervention. Evidence based practice is a core value of the physical therapy program, is emphasized in all aspects of this conceptual framework and is included in all courses. In addition, health promotion, wellness, and prevention of injury or disease that ensures quality of life to all are pivotal to our program.

The physical therapy curriculum at BU Sargent College is designed to educate physical therapists across practice domains. Specialization is encouraged following graduation and after gaining some clinical experience. The nature of clinical practice suggests that a logical way to study function, disability and its contributing impairments is to divide the approach into the musculoskeletal,

neuromuscular, cardiopulmonary and integumentary systems. Clinically based courses are organized accordingly. The effects of development and aging on the behavior of physiologic systems are highlighted within the program. Basic science courses and foundation courses introduce the knowledge base necessary for the exploration of the relationship of function and ability.

The role of the physical therapist in the health care system is constantly evolving. The physical therapist is expected to be an interdisciplinary practitioner, to take on a greater role as a leader in defining the roles of the profession and insuring quality care in a cost-effective system. This trend has influenced the curriculum with themes of health care management, clinical decision-making, health promotion and wellness and professional issues that are essential elements in our program.

The educational principles that guide the design of the overall curriculum emphasize 1) professional and ethical behavior as an intrinsic element of the curriculum, 2) the progression from the acquisition of knowledge in basic sciences to application in evidence-based practice, 3) the use of a similar thought process for problem solving across the curriculum and 4) the use of a variety of teaching and testing methods to adequately and accurately assess the educational process.

In sum, the key components of the curriculum plan include a strong foundation in the basic life sciences, synthesis of a body of applied scientific knowledge, adoption of a professional code of ethics, demonstration of a commitment to professional values, possession of the ability to communicate effectively, solve problems creatively, and to administer and evaluate treatment effectively and efficiently based on a functional examination. The expected student outcomes are derived from these essential components.

Using input from program faculty, graduates, and employers of our graduates, we have developed a contemporary curriculum that prepares students to be critical thinkers in a changing society. The curriculum design and content reflect our commitment to that goal.

HEALTH STUDIES PROGRAM EXPECTED OUTCOMES

1. Students will describe the complexities of: US health policy and health care delivery, human development across the lifespan, rehabilitation, and disability.
2. Students will demonstrate foundational knowledge in the biological, behavioral, and exercise sciences.
3. Student will identify key behavioral attributes of the physical therapy profession, including insight into communication and interpersonal skills needed by physical therapists.
4. Students will demonstrate effective communication skills (both written and oral).
5. Students will demonstrate course content mastery required for continued matriculation into the professional DPT program.

PHYSICAL THERAPY PROGRAM GOALS & EXPECTED OUTCOMES

The DPT program will prepare students as entry level clinicians to practice physical therapy in a variety of practice settings:

- a) $\geq 85\%$ of students entering the professional curriculum will successfully complete the DPT program.
- b) All students and graduates will adhere to ethical and legal practice standards.
- c) All students and graduates will respect and treat each patient as an individual without regard to gender, race, color, sexual orientation, or religious affiliation.
- d) Students and graduates will address primary and secondary prevention, wellness, and health promotion needs of individuals, groups, and communities.
- e) Graduates will achieve 100% ultimate pass rate on the NPT exam.
- f) Graduates will achieve an employment rate of $>95\%$ within 1 year of receiving licensure of those who seek employment.
- g) Graduates will report readiness for clinical practice.
- h) $\geq 90\%$ of employer surveys will report new graduates are prepared for clinical practice.

2. The DPT program will promote a commitment to professional development in students, graduates, and faculty.

- a) Students will maintain competence and strive for excellence in clinical practice by participating in activities that promote life-long learning and professional development.
- b) Students will practice in a professional manner by internalizing core values of the profession as described in the document: Professionalism in Physical Therapy: Core Values (APTA).
- c) Graduates will participate in professional development activities.
- d) Graduates will invest in and promote the profession of physical therapy by:
 - i. Remaining active members of the APTA
 - ii. Educating physical therapy students
 - iii. Advocating for changes in laws, regulations, standards and guidelines that affect physical therapist service provision.
- e) Graduates will assume leadership roles in their practice setting (e.g. participation in program development and needs assessments, leading journal clubs or other new initiatives, assuming supervisory level positions, taking on the role of SCCE).
- f) Faculty will participate in professional development activities by:
 - i. remaining active members of the APTA.
 - ii. maintaining advanced specialty certification (e.g. ABPTS, FAAOMPT, etc.)
 - iii. participating in continuing education activities (conference participation, obtaining advanced degree, etc.

3. The DPT program will engage students, graduates, and faculty to use critical inquiry skills and evidence-based practice in all educational experiences and translate into clinical practice.

- a) Students and graduates will incorporate evidence from a variety of sources into practice.
- b) Students and graduates will incorporate tools that examine quality of care into practice (e.g. outcome measures).
- c) All faculty will model critical inquiry and evidence-based practice in all DPT courses and clinical practice.

4. The DPT program will support faculty's commitment to the profession through participation in service, scholarly, and advocacy activities.

- a) All faculty will serve the University, College, Department, or Profession.
- b) All faculty will meet scholarship expectations to advance the field of physical therapy.

- c) The collective faculty will participate in at least one advocacy activities annually (e.g. advocacy for legislative changes for individual or patient groups, advocacy awareness activities, etc).

DPT GRADUATE LEADERSHIP AWARD

This award is presented annually to a graduating student, who is selected by the faculty to acknowledge an outstanding leader that has consistently demonstrated a genuine and sincere disposition in their interpersonal relationships, a professional demeanor in both the academic and clinical settings and has demonstrated sound academic and clinical performance throughout the program.

DPT PROGRAM ACCREDITATION

The Doctor of Physical Therapy at Boston University 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 617-353-2720 or email pt@bu.edu.

PROCESS FOR FILING A COMPLAINT WITH CAPTE

The only mechanism through which the Commission on Accreditation in Physical Therapy Education (CAPTE) can act on a student's concerns is through the formal complaint process. Students should be aware that the complaint MUST be related specifically to one or more of the Evaluative Criteria, to the Statement on Integrity in Program Closure, or to the Statement of Integrity in Accreditation. In other words the student will need to link the complaint to violation of the Criteria or the Statements. The Criteria can be found in the [Accreditation Handbook](#). Also, in order for CAPTE to consider the complaint to be bona fide, the student MUST have exhausted all avenues for redress at the institution. The student will need to understand that CAPTE cannot function as an arbitrator between them and the school. Should CAPTE find that the complaint has merit and that the program is out of compliance with the Evaluative Criteria or the Statements, CAPTE can only require the program to come into compliance with the Evaluative Criteria. If the student wishes to pursue filing a complaint against a program, please contact the [Department of Accreditation](#) and they will provide the appropriate forms and information for doing so.

PROCESS FOR FILING A COMPLAINT FOR AN ISSUE REGARDING DISTANCE EDUCATION (INCLUDING CLINICAL PLACEMENTS)

Boston University makes every attempt to resolve student complaints within its academic and administrative departments. Students should first attempt to resolve any concerns by utilizing existing University procedures.

The [BU Compliance website](#) and the [Academic Bulletin](#) provide information about ways that students and prospective students can report concerns and utilize University complaint procedures. The

Massachusetts Department of Higher Education, in its capacity as the State Authorization Reciprocity Agreement (SARA) portal entity for Massachusetts, reviews and evaluates student complaints regarding distance education activities offered by Boston University in accordance with 610 CMR 12.07.

If an issue regarding distance education cannot be resolved internally, please see the [process here](#).

PROCESS FOR HANDLING COMPLAINTS THAT FALL OUTSIDE OF DUE PROCESS

Any individual, student, clinical instructor, employer, or consumer who has cause to harbor a complaint against a program is encouraged to do so in writing to the Program Director. If the complaint is about the Program Director, the complaint should be made to the Department Chair. The department and university prohibit any form of retaliation following a complaint submission.

The Program Director (or Department Chair) will discuss the complaint with the party within 2 weeks of receipt of the complaint. The complaint will then be resolved by the Program Director or sent to an appropriate governing body within the program, department, or college. Written notification of the resolution of the complaint will be sent to the person alleging the complaint. Any decision/resolution of a complaint can be appealed to the following people, in the following order:

- Program Director
- Department Chair, Department of Physical Therapy
- Dean, BU Sargent College
- Provost, Boston University

Supporting documentation from the previous decision will be forwarded to the next line of the appeals process. A copy will be kept with the original complaint and stored within the program's files for 5 years.

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ACCELERATED BS/DPT PROGRAM CURRICULUM & REQUIREMENTS

PROGRAM CURRICULUM

BU Sargent College provides three core courses for undergraduate students. These required courses focus on an understanding of health professions, the role of a physical therapist in health care, and an understanding of health across different age groups. The first, HP 151 Introduction to Health and Rehabilitation Professions, is taken freshman year. The second, HP 252 Health and Disability Across the Lifespan, should be taken sophomore year. The third, HP 353 Organization and Administration of Health Care in the U.S., is taken junior year.

Students need to fulfill all BU HUB requirements for graduation, many of which can be met through course requirements of the program. There are several options for scheduling your first three years of study and the suggested curriculum below will guide course selection.

Important: The completion of all listed courses below is required prior to matriculation into the professional portion of the program (summer before Senior Year).

First Year/Freshman Fall

Course #	Course Title	Credits	Prerequisite grade requirement (C- or above)	Professional PT grade requirement (C or above)
CAS BI 105	Intro. Biology for Health Sciences	4	X	
CAS CH 171	Life Sciences Chemistry I	4	X	
CAS MA 121	Calculus for the Life Sciences	4	X	
CAS WR 120	Writing Seminar	4		
SAR HP 150	Freshman Year Experience	0		

First year/Freshman Spring

Course #	Course Title	Credits	Prerequisite grade requirement (C- or above)	Professional PT grade requirement (C or above)
CAS BI 210	Human Anatomy	4	X	
CAS CH 172	Life Sciences Chemistry II	4	X	
CAS WR 151/152/153	Writing and Research Seminar	4		
CAS PS 101	General Psychology	4		
SAR HP 151	Intro. to Health & Rehab. Professions	2		

Second Year/Sophomore Fall

Course #	Course Title	Credits	Prerequisite grade requirement (C- or above)	Professional PT grade requirement (C or above)
CAS BI 211	Human Physiology	4	X	
	Specialty Elective**	4		
CAS PY 105*	Elementary Physics I	4	X	
	<i>BU HUB Elective</i>	4		

Second Year/Sophomore Spring

Course #	Course Title	Credits	Prerequisite grade requirement (C- or above)	Professional PT grade requirement (C or above)
CAS PY 106*	Elementary Physics II	4	X	
SAR HP 252	Health & Disability Across Lifespan	4		
	<i>BU HUB Elective</i>	4		
	<i>BU HUB Elective</i>	4		

Third Year/Junior Fall

Course #	Course Title	Credits	Prerequisite grade requirement (C- or above)	Professional PT grade requirement (C or above)
CAS MA 113, 115, 213	Statistics	4	X	
SAR HS 342	Exercise Physiology	4	X	
SAR HP 412	Psychopathology & Rehabilitation	4	X	
	<i>BU HUB Elective</i>	4		

Third Year/Junior Spring

Course #	Course Title	Credits	Prerequisite grade requirement (C- or above)	Professional PT grade requirement (C or above)
SAR HP 353	Organization & Delivery of Health Care in the U.S.	4		
SAR HS 369	Gross Human Anatomy	4		X
SAR PT 341	Preclinical Experience	0		
	<i>BU HUB Elective</i>	4		
SAR HP565	Biomechanics of Human Movement	4		

Third Year/Junior Summer

Course #	Course Title	Credits	Prerequisite grade requirement (C- or above)	Professional PT grade requirement (C or above)
SAR PT 515	Physical Therapy Examination	4		X
SAR PT 520	Functional Anatomy	4		X

Fourth Year/Senior Fall

Course #	Course Title	Credits	Prerequisite grade requirement (C- or above)	Professional PT grade requirement (C or above)
SAR HP 531	Clinical Medicine I	4		X
SAR PT 511	Cardiovascular and Pulmonary System I	6		X
SAR PT 521	Musculoskeletal System I	6		X
SAR PT 566	Evidence Based Practice I	2		X
SAR PT 555	Integrated Clinical Experience I	1		

Fourth Year/Senior Spring

Course #	Course Title	Credits	Prerequisite grade requirement (C- or above)	Professional PT grade requirement (C or above)
SAR HP 532	Clinical Medicine II	4		X
SAR PT 512	Cardiovascular and Pulmonary System II	2		X
SAR PT 522	Musculoskeletal System II	6		X
SAR PT 551	Neuroscience for PT Students	4		X
SAR PT 565	Integrated Clinical Experience II	1		
SAR PT 720	Educational Theory and Practice	2		X

Fourth Year/Senior Summer

Course #	Course Title	Credits	Prerequisite grade requirement (C- or above)	Professional PT grade requirement (C or above)
SAR PT 791	Clinical Education Experience I	0		

Fifth Year Fall

Course #	Course Title	Credits	Prerequisite grade requirement (C- or above)	Professional PT grade requirement (C or above)
SAR PT 550	Scientific Basis of Human Movement	2		X
SAR PT 662	Evidence Based Practice II	2		X
SAR PT 634	Diagnostic Procedures for Rehab Professionals	4		X
SAR PT 652	Neurological System I	6		X
SAR PT 691	Clinical Education Seminar I	1		
SAR PT 610	Health Promotion and Wellness	2		X

Fifth Year Spring

Course #	Course Title	Credits	Prerequisite grade requirement (C- or above)	Professional PT grade requirement (C or above)
SAR PT 623	Musculoskeletal System III	6		X
SAR PT 653	Neurological System II	6		X
SAR PT 692	Clinical Education Seminar II	1		
SAR PT 682	Academic Practicum I	2		X

Fifth Year Summer

Course #	Course Title	Credits	Prerequisite grade requirement (C- or above)	Professional PT grade requirement (C or above)
SAR PT 792	Clinical Education Experience II	0		

Sixth Year Fall

Course #	Course Title	Credits	Prerequisite grade requirement (C- or above)	Professional PT grade requirement (C or above)
SAR PT 757	Pediatrics	3		X
SAR HP 770	Health Care Management - PT	4		X
SAR PT 773	Comprehensive Clinical Reasoning	4		X
SAR PT 782	Academic Practicum II	2		X
SAR PT 794	Clinical Education Seminar III	1		
SAR PT 760	Special Topics Seminar	1		

Sixth Year Spring

Course #	Course Title	Credits	Prerequisite (C- or above)	Professional PT (C or above)
SAR PT 793	Clinical Education Experience III	0		

Note: Curriculum is subject to change, Students will be notified of any programmatic changes

* May substitute CAS PY 104: Physics for Health Sciences. Note this course is only offered in the fall semester

** Specialty electives include one course from the following list. Students may use the petition process to take a course that is not on this list:

- CAS BI 114 Human Infectious Diseases
- CAS NE 202 Introduction to Cognitive Neuroscience
- CAS PH 100 Introduction to Philosophy
- CAS PH 150 Introduction to Ethics
- CAS PH 251 Medical Ethics
- CAS PH 266 Mind, Brain, and Self
- CAS PS 231 Physiological Psychology
- CAS RN 106 Death and Immortality
- COM CM 211 Professional Presentation
- SAR HP 500 Helping Skills: Fundamentals of Health Communications
- SAR HS 201 Introduction to Nutrition
- SAR HS 300 Epidemiology
- SAR HS 375 Cardiopulmonary Pathophysiology
- SED CE 500 Introduction to Counseling
- SED SE 250 Disability, Education and Public Policy
- SPH PH 510 Introduction to Public Health

PRECLINICAL EXPERIENCE (PT 341)

By the end of your junior year, you are expected to register for and complete SAR PT 341 Preclinical Experience. Course requirements include observation for 30 hours in a clinical setting of your choice or interviewing a physical therapist, either arranged at your convenience, and completion of the assignments associated with this learning experience.

You should sign up for PT 341 Preclinical Experience (a 0-credit, pass/fail, required course) the semester you intend to complete the experience. Completion of the observation hours or interview and satisfactory completion of the assignments will fulfill the requirement. The course does not meet on a regular basis during the semester, however you must attend a group meeting coordinated by the course instructor during the semester. Course requirements can be found on the ongoing PT blackboard site.

STUDY ABROAD

Contact your academic advisor to discuss study abroad options (typically taken during the fall of your junior year). Also refer to Boston University's [Global Programs: Study Abroad](#) website for details about the study abroad programs offered.

COURSE SUBSTITUTIONS

Program approval must be secured for any course requirement, repetition or substitution at Boston University or elsewhere. Credit may not be granted if such approval has not been received in advance. Course Equivalent Approval and Petition forms are available in the ASC.

In recognizing credit for transfer from other institutions, the college does not accept toward degree requirements any courses in which the student has received grades lower than C (undergraduate students) or B- (graduate students).

Any courses that are to be taken at another university must be pre-approved following the procedures prescribed by the ASC. A maximum of 8 credits of prerequisite courses (identified in the Program Curriculum section of this document) may be taken outside of Boston University.

If a course transferred from outside the university is on a different credit system, the course content will be accepted as equivalent, but the credits cannot be converted to Boston University's 4-credit hour system (e.g., 3-credit courses taken elsewhere will remain as 3 credits when transferred to Boston University). Additionally, for courses taken at colleges or universities structured on the quarter system, credits will be transferred with one quarter hour being equivalent to 0.6-credit hours (e.g.: 4 quarter hours = 2.4 credit hours).

While a 3-credit hour course will usually fulfill a 4-credit hour requirement, a 4-quarter hour course will only be accepted as fulfilling the requirement at the discretion of a student's advisor.

While credits taken at other institutions are recognized by Boston University, grades achieved at other institutions are not calculated into the overall GPA.

Advanced Placement (AP) credits

AP credits or transfer credits from other colleges may be used toward degree requirements and some may carry HUB units (see [BU Advanced Credit Guide](#)). After consulting with their advisor, students must petition PT CAPP to waive BI 210, BI 211 and CH 172 with AP credits.

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REGISTRATION PROCEDURES

UNDERGRADUATE REGISTRATION

Prior to course registration, students will need to meet with their academic advisor to review course selection and credit hours. Once the semester schedule is approved by the advisor, an advising code will then be given. This advising code will allow students access to register online on the MyBU student portal.

Juniors in the Health Studies degree will register for courses to begin the professional curriculum (begins the summer between junior and senior year) according to college and university policy in the spring academic semester of their junior year.

The first professional year fall and spring semesters, BS/DPT students will register for courses as undergraduates due to the university's classification system. Registration for the remainder of the DPT program will proceed as outlined in the Graduate Registration process below.

GRADUATE REGISTRATION

Following the senior year, BS/DPT students will be classified as graduate students by the university.

During the registration period, students will be provided with a list of courses that they should register for the following semester. If that upcoming semester does not contain 18 credits, students may choose to also register for courses outside the DPT curriculum. Schedules will also be posted under the Registration tab on the ongoing PT Blackboard website.

To register for classes students will need to add the courses to their Shopping Cart on MyBU student. All pertinent information regarding registering for classes will be emailed to students and posted on the ongoing PT Blackboard website as soon as the information is available. It is the student's responsibility to make sure that they are registering for the correct number of credits and courses. To register for classes students should go to the MyBU student portal → My Academics.

Students will register for summer clinical education experiences in the spring semester of each year; clinical fees will be imposed.

For problems with registering, please contact the Program Manager or the ASC.

COURSE ADJUSTMENTS

Changes in a student's course or section enrollment involve dropping and adding courses. A student should consult with their advisor prior to dropping or adding a course, except where the drop/add consists of merely a change in section within the same course.

Note: A student's financial assistance may be affected by the withdrawal from a course. Students should check the University policies regarding the credit hour requirement to continue receiving financial aid.

Important dates to observe:

- No course may be added after the first two weeks of classes.
- A course dropped during the first five weeks of classes will not appear on the student's permanent record.
- A course dropped after the first five weeks will appear on the student's record as a W (withdrawal), and the student will be charged for the course.
- Courses may be dropped up to the end of the eighth week of classes.

Withdrawal and refund policies can be obtained from the ASC or the University Registrar.

AUDITING A COURSE

Students are permitted to audit BU Sargent College courses only at the discretion and permission of the instructor. A student who audits a course does not earn credits or a grade. Audited courses do not count toward completion of degree requirements.

Note: An auditor may not change his or her status after the fifth week of classes.

Auditors must attend classes regularly, do assigned readings, and participate in discussions, but they are excused from exams. Auditors are subject to the full tuition and fees of the course. Required courses may not be audited.

COURSE OVERLOAD POLICY

All seniors may take up to 20 credits at no extra charge. Other students, who have a 3.3 GPA or higher, may take up to 20 credits with written permission from their faculty advisor. Students who do not have a 3.3 GPA are required to secure the permission of their faculty advisors and to pay the additional tuition, assessed at the part-time rate, for credits in excess of 18.

PASS/FAIL POLICY

Courses that meet degree requirements are all graded unless specified. Students may not choose to take required courses on a Pass/Fail basis.

MATRICULATION REQUIREMENTS

Required Courses

All required courses must be completed as indicated in the curriculum section of the Accelerated BS/DPT Program Curriculum and Requirements in Section 5 of this manual. Completing courses in a sequence other than the one identified may prolong the time needed to complete the program. All courses identified as freshmen, sophomore or junior level classes in the curriculum **must** be completed by the end of the junior year, prior to beginning the summer school session preceding the senior year.

Cumulative GPA

The cumulative GPA includes ALL course work, including repeated courses, taken up to that point at Boston University and applied to the Bachelor of Science in Health Studies. The cumulative GPA must be at least 3.0 (without rounding) by the end of spring semester sophomore year and at the end of the spring semester junior year for students to continue matriculation in the program. Students who do not achieve the required GPA will be terminated from the accelerated BS/DPT program.

Prerequisite Courses

The prerequisite courses include those courses in the Bachelor of Science portion of the program that have been determined to be foundation courses for obtaining the DPT degree. All prerequisite courses must be completed by the end of the spring semester junior year.

Prerequisite courses include the following:

- CAS BI 105, BI 210, BI 211
- CAS CH 171, CH 172
- SAR HS 342
- SAR HP 412
- CAS MA 113, MA 115, or MA 213
- CAS MA 121
- CAS PY 105, PY 106 (*May substitute CAS PY 104)

These courses must be completed with a grade of C- or higher.

Note: *Course credits from outside institutions are transferred into Boston University; however, the grades earned in these courses are not calculated into the cumulative GPA. Up to 8 credits of prerequisite courses can be taken at institutions other than Boston University.*

If a student receives below a C- in any prerequisite course, they will be required to repeat the course. Matriculation will be terminated if the student does not achieve a grade of a C- or better the second time. Enrolling in any course and receiving a “W” constitutes having taken the course once.

Students can apply a grade of D in an elective course (not a prerequisite or professional course) toward the 128 credit undergraduate degree requirement. While there is no limit on this, the student must continue to maintain the required 3.0 GPA at the end of the sophomore and junior year to continue toward matriculation in the program.

The program director will notify students of their academic status at the end of each semester.

DPT PROFESSIONAL COURSES AND PROFESSIONAL GPA

Professional courses are all courses considered part of the DPT curriculum. Professional courses in the DPT program require a minimum grade of C (2.0). The professional grade point average (GPA) is defined as the cumulative GPA of those courses that are applied to the DPT degree. This includes HS 369 or HS 581, those courses taken during the initial summer of professional study (PT 520, PT 515) and all subsequent degree requirements. When a student is required by academic policy to repeat a professional course, only the grade obtained on the retake is computed in the professional GPA although both grades will be on the university transcript and both grades will be part of the university's cumulative GPA calculation.

A 3.0 professional GPA is required to maintain good academic standing in the professional program. The professional GPA is a calculation used by the physical therapy program. The professional GPA does not appear on the university transcript and may be different from the university's cumulative GPA.

GRADUATION REQUIREMENTS

Bachelor of Science in Health Studies (BS)

- The Bachelor of Science in Health Studies degree is awarded after successful completion of all prerequisite courses as outlined in the BU Undergraduate Bulletin and all first year professional physical therapy coursework.
- A minimum of 128 credits are required. BU Sargent College requires that a minimum of 48 credits be taken at Boston University to fulfill requirements for graduation.

Doctor of Physical Therapy (DPT)

- A minimum grade of C in all professional courses must be achieved. Professional courses may be retaken only once to meet the requirements.
- A professional GPA of 3.0 must be achieved.
- All summer and first year courses must be successfully completed prior to PT 791 Clinical Education Experience I; all second year courses must be successfully completed prior to PT 792 Clinical Education Experience II; all professional coursework must be successfully completed prior to PT 793 Clinical Education Experience III.
- All clinical education experiences must be successfully completed prior to awarding of the degree.

Note: Curriculum is subject to change, any modifications to the graduation requirements will be communicated to students.

TIME ALLOWED TO ACHIEVE REQUIREMENTS

Students entering the accelerated BS/DPT program as undergraduates have a maximum of six years to complete all BS in Health Studies and DPT degree requirements. The BS/DPT program is a full-time program; part-time study is not permitted.

All requests to extend the course of study in the BS/DPT program must be petitioned to the Physical Therapy Department Committee on Academic Policy and Procedures (PT CAPP) (see Section 12). Approval of such a petition by the Committee requires appropriate documentation and justification of the request. The reasons to extend the length of study include but are not limited to: withdrawing from a course, a leave of absence from the University for any reason, and program deferrals (continuing to take courses within the University but not within the BS/DPT program). Exceptions to this policy include a medical leave of absence or program extension that has been previously approved by the Program Director or PT CAPP.

DPT COURSE FAILURE

A grade of C or better in all professional courses is required. A grade of C- or below or a W in a professional course, or failure to pass a clinical education experience constitutes a course failure. If a student is meeting all academic requirements including the stated professional GPA and is in good academic standing (professional GPA \geq 3.0), the course must be repeated at its next offering. This will extend the time needed to complete the degree requirements. A student is permitted to repeat a given failed professional course only once. The student will be terminated from the physical therapy program if a grade of C or better is not achieved upon repetition of the failed course. The student may not take other courses in the professional program until the course is successfully repeated. Courses passed with a C or better cannot be repeated to improve the professional GPA.

If the student is not in good academic standing at the time of the course failure, they will be terminated from the physical therapy program.

- Unsatisfactory completion (a grade of C- or below, or W, or failure to pass a clinical education experience) of one course if it is in combination with failure to meet the professional GPA requirements of 2.6 at the completion of summer II or 3.0 at the completion of fall semester year one and each subsequent semester will result in termination from the program.

Any student who fails the first professional course in the curriculum (SAR HS 581/HS 369, Gross Human Anatomy) will be allowed to repeat the course despite not achieving the 2.6 professional GPA, however a minimum grade of B- must be obtained upon repetition in order to remain in the program.

DPT ACADEMIC PROBATION

- Students must achieve a minimum of 3.0 cumulative professional GPA to maintain good academic standing in the program.

- Students who achieve a professional GPA of ≤ 2.6 at the end of summer II semester (after junior year) will result in automatic academic probation which will require the attainment of a professional GPA of ≥ 2.9 by the end of the fall semester DPT year one. Failure to achieve this requirement will result in termination from the program.
- All students are required to achieve the 3.0 professional GPA by the completion of the fall semester DPT year one and at the completion of each semester thereafter to maintain good academic standing. Failure to meet this standard will result in automatic academic probation which allows for one additional semester to meet the minimum 3.0 GPA. Failure to meet the 3.0 GPA standards at the completion of that subsequent semester will result in termination from the physical therapy program.
- If at any time, it is not mathematically possible to achieve the required 3.0 GPA by the completion of the following semester, no probationary period will be provided and the student will be terminated from the physical therapy program.
- If the 3.0 GPA standard is met after one semester on probation, the student will be removed from academic probation and continue in the program in good academic standing.

Note: *Students will be notified in writing of their academic status at the end of each semester.*

TERMINATION OF ENROLLMENT FROM THE BS/DPT PROGRAM FOR ACADEMIC REASONS

- If the cumulative 3.0 GPA requirements are not met by the end of the sophomore year and end of the junior year, the student will be terminated from the program.
- Failure to meet the standards imposed by an academic probation as described above or as stipulated by a Committee on Academic Policy and Procedure (PT CAPP or SAR CAPP) will result in termination from the program.
- Unsatisfactory completion (a grade of C- or below, or a W, or failure to pass a clinical education experience) in two or more professional courses (including clinical education experiences) will result in termination from the program.
- Unsatisfactory completion (a grade of C- or below, or W, or failure to pass a clinical education experience) of one professional course if it is in combination with failure to meet the professional GPA requirements of 2.6 at the completion of Summer II (after Junior Year) or 3.0 at the completion of fall semester DPT year one and each subsequent semester will result in termination from the program.
- Failure to meet degree requirements in the specified time frame will result in termination from the program.

If a student is terminated from the accelerated BS/DPT program for academic reasons, they may choose to remain on “Special Student” status in BU Sargent College for one semester after such action. Students on this status who are not accepted into another major in the college or University by the beginning of the next semester will be terminated from BU Sargent College.

A student whose matriculation has been terminated has the right to petition the Physical Therapy Department Committee on Academic Policy and Procedures (PT CAPP) (see Section 12) for

reconsideration if they can present *pertinent evidence* that may affect the decision. In general, personal, health, social or emotional problems not brought to the attention of the student's advisor or instructor(s) at the time of the poor performance are insufficient grounds for a reconsideration of academic status.

PROFESSIONAL BEHAVIOR

Professionalism is the fundamental principle of the core values in physical therapy practice. It encompasses accountability, integrity, compassion, altruism, and social and professional duty. Students are expected to demonstrate professional behaviors across settings, whether engaged in clinical practice, classroom instruction, peer or faculty interaction, or in research or laboratory activities, and abide by all program policies and procedures, as well as complying with the APTA code of ethics and standards of the profession. Student professional behavior is a component of evaluation in addition to academic performance. Recognition and/or remediation of exemplary or unacceptable professional behaviors of either students or instructors can be enacted by the use of a Professional Behaviors Assessment (PBA) form. Any faculty, instructor, or student may fill out a PBA form for either exemplary or unacceptable behaviors observed during any program activities or classes. Completed PBA forms are discussed with the involved parties as well as the student's advisor and/or the program director. PBA forms should include an action plan and timeline for follow up to ensure the issue is resolved when warranted. Unresolved or multiple PBA contracts may prevent progression in the program, result in probation, or dismissal from the program and will be determined on a case-by-case basis. The PBA form is available on the program Blackboard site.

The American Physical Therapy Association's Guide to Professional Conduct can be found at www.apta.org.

BS IN HEALTH STUDIES WITH A MINOR

Students may be eligible to apply for a minor in another program or college if required courses are planned and successfully completed.

SARGENT SENIOR THESIS FOR DISTINCTION

The Senior Thesis for Distinction is an opportunity for an undergraduate senior enrolled in the Sargent College of Health and Rehabilitation Sciences to complete an in-depth research experience within his/her major or minor field of study. Expectations for participation in this opportunity will require careful planning as the senior year curriculum consists of the first year of the DPT professional program. More information can be found at: <https://www.bu.edu/sargent/student-resources/student-research-opportunities/thesis-for-distinction/>

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TECHNICAL STANDARDS / ESSENTIAL FUNCTIONS

The physical therapy program [technical standards](#) describe what students need to be able to do, with or without accommodations, to complete the DPT program. Please review these standards and discuss with your academic advisor and/or the program director any concerns you may have regarding your ability to perform these functions.

In compliance with the Americans with Disabilities Act, the admissions process does not require disclosure of a disability. However, all enrolled students must be capable of meeting the [technical standards](#) for the academic and clinical education components of the DPT program. These technical standards are necessary for full participation in the curriculum, and it is expected that students will function independently, which generally means, without the aid of an intermediary, to achieve proficiency in all curricular areas. Applicants and students should review the technical standards for the DPT program carefully. A student who has a disability may request reasonable accommodations. If, due to a disability, you feel you may require accommodations in order to complete the curriculum, it is essential that you work with the BU [Office of Disability and Access Services](#) to discuss possible accommodations.

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GRADING POLICIES

GRADE CHANGES

Once officially recorded, grades may be changed only by the instructor through the filing of an official grade change form. Students have responsibility for checking with the instructor and with the [University Registrar](#) to be certain the grade change has been recorded. No grades can be changed once the student officially graduates.

INCOMPLETE COURSE WORK

No incomplete grades will be reported (in CAS or SAR courses) unless the instructor and the student have conferred, the student has presented a sufficient reason why the work of a course cannot be completed on schedule, and the instructor has assigned a date within the succeeding twelve months by which time all course requirements must be completed. No degree credit for incomplete courses will be granted unless the work is completed by the date assigned, which must be no later than one calendar year of the date on which the incomplete date is reported.

Incomplete grades must be resolved prior to continuing with other courses in the physical therapy program, including clinical education experiences.

Note: *In the event that coursework remains incomplete on the assigned date or twelve months after the I grade has been awarded, whichever comes first, the I grade will be changed automatically and permanently to an F grade.*

DISPUTING A GRADE

A student who questions the final grade in a Department of Physical Therapy course must bring his/her concerns to the course instructor within six weeks of issuance of grade reports. The University Grade Grievance Policy for undergraduate courses is outlined in Section 2.

GRADING SCALE

The physical therapy program follows the BU Sargent College grading policy outlined below:

92.5 or above	A	4.0
89.5 - 92.4	A-	3.7
86.5 - 89.4	B+	3.3
82.5 - 86.4	B	3.0
79.5 - 82.4	B-	2.7
76.5 - 79.4	C+	2.3
72.5 - 76.4	C	2.0
69.5 - 72.4	C-	1.7
59.5 - 69.4	D	1.0
59.4 or below	F	0

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EXAM POLICIES

MISSED EXAMINATIONS

Students who are unable to attend an examination must provide the instructor with a valid reason for the absence PRIOR to that exam. Acceptable reasons for absence include illness, religious holiday, death in the family, natural disaster, or travel with a varsity team. Documentation may be required. Failure to follow this procedure will result in a grade of zero for the missed exam.

No later than one week following a missed exam, students must take responsibility for arranging a make-up exam with the instructor. Make-up exams are not necessarily automatic and are given at the discretion of the instructor. Failure to make acceptable arrangements within one week will result in a grade of zero for the missed exam. The format of the make-up exam is up to the instructor.

ILLNESS DURING EXAMS

Students who become ill during an exam must notify the instructor DURING the exam if they wish to have any consideration. Make up exams and alternate considerations for illness are given at the discretion of the instructor.

PRACTICAL EXAMS

All practical examinations in physical therapy courses must be passed (as defined on the course syllabus) in order to pass that course. A failed practical exam may be retaken once when retakes are described in the course syllabus.

EXAM GRADE JUSTIFICATION

A student who wishes to question the accuracy or justification of an exam grade **must** do so within 2 weeks of receiving the grade. Requests received after that time need not be considered by the instructor.

FINAL EXAMINATIONS

Schedule

The examination schedule is determined by the BU Office of the University Registrar in accordance with the semester class schedule. Adjustments in the final examination schedule shall be cleared by the program through the ASC. Adjustments for individual students are made by the faculty member(s) if appropriate.

Policies

No student shall take more than two examinations per day during the examination period. In the event that a student is scheduled to take more than two examinations in one day, they will be allowed to reschedule one of the examinations to another examination day chosen in conjunction with the instructor, to be taken at a central, proctored location provided by the university.

No written examinations may be held outside the designated final exam period, with the exception of those courses that do not follow the usual university semester calendar.

ACADEMIC ADVISORS

In addition to academic counselors in the ASC, all students in the accelerated BS/DPT program are assigned a PT undergraduate program advisor.

Once matriculated into the professional phase of the program, students will be assigned a new PT faculty member as their advisor. It is the responsibility of the student to contact their advisor once assigned. Academic advisor assignments can be found on the ongoing PT Blackboard website under Program Info. Students who feel that a different advisor will improve their advising situation may ask the DPT program director or department chair for a change.

Faculty advisor responsibilities are as follows:

- To be available by appointment and during office hours.
- To provide professional guidance.
- To consult with students who have academic problems.
- To advise students of available university counseling services if they need that assistance.
- To meet with advisees at each registration period to approve courses selected by each student.
- To meet with advisees at prescribed periods to discuss academic and professional issues.
- To advise students regarding petition processes.
- To advise and assist students interested in the study abroad program.
- To provide Letters of Recommendation as appropriate.

ACADEMIC SERVICES CENTER (ASC)

To supplement student advising through the appropriate departmental faculty, the BU Sargent College Academic Services Center (ASC) offers advising concerned with University academic and registration processes; general program and degree requirements; transfer within the college, University, or to other institutions, and accuracy of the individual student's academic record.

EDUCATIONAL RESOURCE CENTER (ERC)

This Center offers students a variety of seminars on studying and test-taking, as well as individual coursework tutoring. The student can either be self-referred or referred by their advisor for services.

PHYSICAL THERAPY DEPARTMENT COMMITTEE ON ACADEMIC POLICY AND PROCEDURES (PT CAPP)

Any student seeking variance from a program or department policy or procedure may obtain a petition form from the Academic Services Center (ASC) of BU Sargent College. The petition form should be completed and discussed with your academic advisor. The petition should include, when necessary, a written letter describing the reasons the student believes a variance in policy is indicated in their case. The petition should also provide documented evidence in support of the petition if necessary. The student must submit the petition to the Chair of the Physical Therapy Department Committee on Academic Policy and Procedure (PT CAPP). The Chair of the Committee will inform the student of the decision. If the issue remains unresolved or the student believes they have not received due process, the student may appeal the decision to BU Sargent College's Committee on Academic Policy and Procedure (SAR CAPP).

BU SARGENT COLLEGE'S COMMITTEE ON ACADEMIC POLICIES AND PROCEDURES (SAR CAPP)

The purpose of SAR CAPP is to assure that the standards set by the college at large and academic policies set by the faculty of individual programs are consistently applied in a non-prejudicial and non-discriminatory manner. Therefore, SAR CAPP will consider petitions that involve academic standards and policies if students have pertinent additional information not previously presented; if there are extenuating circumstances that justify deviation from, or exception to, stated rules; or if students feel that the departmental committee or a faculty member has not dealt with them in a fair manner.

Petitions to SAR CAPP to reconsider academic or disciplinary actions against a student must be submitted at least one week prior to the start of the semester following the initial departmental action. The committee must schedule the hearing to act on the petition no later than 14 days after the completed petition is received.

SAR CAPP will inform the student of the scheduled hearing date. The student will be requested to submit all pertinent materials to the committee in advance of the hearing. The student has the right to present their case in person if so desired. The committee may request the attendance of other individuals who may speak to the issue(s) under consideration. The student will be notified of the committee's decision in writing within 5 days after the hearing.

For decisions made by SAR CAPP, an appeal to the Dean of the college will only be allowed in the event of significant additional information and/or extenuating circumstances.

Matters relating to a course taken by a student in a school or college other than the one in which the student is enrolled are subject to the determination of the school or college in which the course is offered. Disciplinary or academic actions against a BU Sargent College student by other segments of

the university will be reviewed by the dean of BU Sargent College. Any student terminated from a program within BU Sargent College for disciplinary reasons is automatically terminated from the college.

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LEAVE OF ABSENCE / WITHDRAWAL POLICIES

A student may apply for a leave of absence or withdrawal from the university/college after notifying their faculty advisor and the Program Director. Any student who requests a leave of absence (LOA) from the physical therapy program must petition that request via PT CAPP, as this will extend the length of time to complete the degree requirements (see Section 14). Exceptions to this petition process include approved medical LOA or professional course failure. The process to apply for a LOA or withdrawal from the university/college can be found at:

Undergraduate Process: www.bu.edu/sargent/current-students/forms/leave-of-absence-or-withdrawal/

Graduate Process: www.bu.edu/sargent/admissions/graduate/financial-aid/withdrawal-leave-of-absence/

It is specifically noted that a student may not apply for a Leave of Absence to avoid either probation or dismissal for academic reasons

WITHDRAWAL FROM A DPT PROFESSIONAL COURSE

Any student wishing to drop or withdraw from a professional course must petition the Physical Therapy Department Committee on Academic Policy and Procedures (PT CAPP) because this will extend the length of the professional program. This generally requires that the student drop back a year in the curriculum. A student may not withdraw from a regular semester course within 2 weeks of the end of the regular semester or within 1 week of the end of the summer term. The form for course withdrawal should be obtained from the ASC and completed. Refer to the [University Registrar](#) for important dates to observe regarding course withdrawal and refund policies. *Withdrawal from a course in the professional program that results in a W grade is equivalent to a course failure.*

We require that each student have an electronic mail account and it is assumed that accounts are checked daily. Please use your BU account (@bu.edu). You may forward this account to another email account if desired.

Also, students should visit the ongoing Physical Therapy Blackboard site regularly. Among other things, this site stores documents (such as this one) for easy access.

The department requires that all department-taught courses be evaluated by students each semester. Course evaluations are completed through a centralized online portal. The department further requires that students be offered the opportunity to submit in writing additional comments on the course and instructor(s).

Course evaluations are used by instructors to improve both their own teaching skills and the design and implementation of their courses. The evaluations are further used by the department and college to assess the instructor's performance for such issues as contract renewal, merit, promotion and tenure. For this reason, course evaluations should be taken very seriously. We suggest that responses and comments be considered carefully and made constructively.

Procedures for course evaluations:

- Course evaluations will be conducted within the last two regularly scheduled meeting times for the class.
- All course evaluations will be completed via the Blue portal, with additional written comments submitted via Qualtrics survey. Links to both surveys will be provided by the instructor at the assigned time in class to complete the course evaluations. Faculty will receive evaluations only after final grades for the semester have been submitted.

Clinical education experiences are an integral component of the physical therapy professional preparation. It is in the clinical setting that students have the opportunity to apply knowledge and skills in real-life patient situations and to learn to think and function as a physical therapist in patient management. Student readiness to participate in clinical education experiences is determined by a faculty vote prior to the start of each experience and also requires the resolution of any outstanding behavioral issues identified in a PBA.

BU Sargent College has clinical contracts with more than 500 clinical sites across the nation. However, it is important to know that not all sites are available for each clinical experience. Availability of sites at any one time is determined by the clinical site (not BU Sargent College) and is dependent on changes in health care, staffing patterns, timing of the experience during the year, the students' level of preparation and the sites' commitments to other programs. Students are provided with a list of available sites (a subset of the total) and subsequently identify those sites of most interest to them. For each experience, students are matched to sites from the list to best meet their educational needs.

Faculty members called Directors of Clinical Education (DCEs) coordinate all clinical education experiences. The DCEs are in regular contact with all contracted clinical sites and identify and develop new sites as needed. Therefore, students, as well as family members and friends of students, are asked not to contact any clinical site for the purposes of setting up a clinical experience.

It should be noted that there are additional costs, sometime substantial, associated with one or more of the students' clinical experiences, to cover housing, transportation, meals, etc. The availability of a car helps to broaden the scope of clinical sites that a student can consider. It is recommended that students and parents plan early for these additional expenses so that resources are available during all three clinical experiences.

Note: *A separate manual for policies and procedures related to clinical education will be provided.*

All DPT students are required to receive criminal background or CORI (Criminal Offender Record Information) checks before participating in a clinical education experience. Fingerprint analysis, immunization titers, and or drug testing may also be required, and are not centrally managed by Sargent; students may incur additional costs for these tests (approximately \$100/experiences pending clinical site requirements).

History of a criminal background may disqualify students from participating in these experiences which are required for successful completion of the degree program. Many of our partnering clinical sites do not recognize COVID-19 vaccination exemptions from BU and/or require students to request an exemption directly from the site. This may impact your ability to complete these experiences, which are required for successful completion of the degree program. Specific procedures will be dictated by the clinical site and will be facilitated by the Director of Clinical Education.

Note: *Failure of a clinical education experience constitutes a professional course failure.*

PLEASE NOTE:

All students must be certified in **Cardiopulmonary Resuscitation (CPR)** in order to participate in the clinical education experiences. The course must include: adult, pediatric and infant CPR, airway obstruction management, 2-rescuer CPR, AED use, use of barrier devices, and use of ventilation bags-this is typically described as CPR for Healthcare Providers or the Professional Rescuer. We strongly encourage you to seek out American Heart Association (AHA) CPR courses as several of our clinical partners require this specific certification. If you do not have AHA certification, you may be required to obtain it prior to the start of a clinical education experience even if you have another type of certification. You are also required to maintain CPR certification throughout the program to participate in all clinical education experiences. You may not participate in the clinical experience without current certification. It is your responsibility to be sure that your certification does not expire.

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EXPOSURE CONTROL PROCEDURES

As a health care professional, you are at risk for exposure to infectious diseases that are airborne or borne by blood and other bodily fluids. Following OSHA guidelines, regulations have been designed to protect anyone who might come in contact with another's bodily fluids and should be followed throughout your clinical experience. It is essential that you become knowledgeable about your protection and adhere to the following rules.

STANDARD PRECAUTIONS

- Wash your hands or use antiseptic hand sanitizer before and after giving direct care to a patient. If contaminated with blood or other bodily fluids, hand washing is required.
- Wear gloves if there is any contact or chance of contact with blood, body fluids, mucous membranes or non-intact skin. Wash hands or use antiseptic hand sanitizer immediately after gloves are removed.
- Take care to prevent injury from needles, scalpels or other sharp instruments. Disposable syringes, needles, scalpel blades and other sharp instruments should be placed in puncture-proof containers for disposal. Do not recap, break or crush these items.
- Tables used for care of patients in which there is contact with blood or bodily fluids should immediately be washed with an appropriate disinfectant. Whirlpools should be cleaned and disinfected daily.

If you think you have been exposed to a blood born pathogen (BBP), immediately report the incident to the designated individual (in lab, the course instructor; during clinical education, your clinical instructor) to initiate the appropriate medical care. A presentation that reviews these standard precautions is available on the ongoing PT Blackboard website. Further instructions are provided there.

Students should follow all facility policies and procedures regarding potential exposure to airborne pathogens. Current Center for Disease Control (CDC) guidelines also provide the most up to date recommendations for exposure to airborne pathogens including Covid-19.

HEPATITIS B VACCINE

Vaccination against the Hepatitis B virus is available to all students. It is a Commonwealth of Massachusetts requirement that students enrolled in a degree program in any college in Massachusetts be vaccinated.

LIBRARY SERVICES

In addition to the libraries on the Charles River Campus, students also have access to the resources of the [BU Medical Library](#). [Mugar library](#) offers a dedicated Sargent College librarian, who can provide a range of services to assist students as needed.

GEORGE K. MAKECHNIE STUDY CENTER (MSC)

The George K. Makechnie Study Center provides a broad range of media services for students, faculty and staff for computing, media and library needs.

Desktop PCs in the MSC are available for student, faculty, and staff use. In addition to word processing, graphics, spreadsheet, database management, and other popular kinds of software are installed on these computers. Quiet study rooms for working in groups are available. Students can reserve a study room via the [online reservation calendar](#).

The Makechnie Study Center (MSC) keeps a small library of reserve materials for BU Sargent College classes so students can conveniently access these materials. Students can check out these materials for two hours at a time by presenting their BU ID card. A photocopier is available in the MSC for student use.