

Program Handbook  
for  
Physical Therapist Assistant  
Students

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2023-2024

# **Program Handbook for Physical Therapist Assistant Students 2023-2024**

## **CONTENTS**

### **SECTION I – THE PTA CURRICULUM**

Program Description and Accreditation Status.....	2
Program Philosophy.....	3
Program Mission and Goals.....	4
Program Objectives.....	4-5
Facilities Used by PTA Program.....	5
The Academic Calendar.....	5-6
PTA Curriculum Outline.....	6
PTA Course Descriptions.....	7-9
Textbooks.....	9
Estimated Program Costs and Expenses.....	9-10
Dress Code.....	10-11
Clinical Education.....	11-13

### **SECTION II – ACADEMIC AFFAIRS**

Attendance and Punctuality.....	13-14
Additional Professional Behaviors .....	15
Other Forms of Misconduct.....	15-16
Grading and Examinations, Student Disability Services, Open Labs.....	16-17
Grading Policies for Laboratory Practical Examinations.....	17-18
Practice Exams for the NPAT, Dean's List, Professional Conduct.....	18-19
Classroom Behavior and Academic Misconduct, Program Policy.....	19-20
Promotion, Retention, and Readmission.....	20
Leave of Absence.....	21
Class Attendance.....	22
Graduation.....	22-23
Academic Appeals.....	24
Library and Learning Facilities.....	24

### **SECTION III – STUDENT AFFAIRS**

Discipline and Due Process.....	25-26
Medical Record/Physical Examination.....	26
Criminal Background Checks and Drug Screens.....	26
Health and Accident Insurance.....	26
Illness and Injury.....	26-27
Confidentiality of Student Records.....	27
Counseling and Social Services.....	27-28
Testing Center.....	28
Other Support Services.....	28
Traffic and Parking Regulations.....	28-29
Identification Cards.....	29
Access to Program Facilities.....	29
Social Networking Policy.....	29-30

### **SECTION IV – OTHER IMPORTANT POLICIES**

Closing Due to Weather, Smoking Classroom Breaks.....	30
Use of Laptop Computers, Tablets, or Smart Phones in the Classroom and Lab.....	31
Anti-Harassment.....	31-33
Drug-Free Campus.....	33-34
In Case of Emergency.....	34-36
Infectious Disease Policy.....	36
Suicide Prevention Plan .....	36

**Note: Policies and Procedures Described in The Orientation Handbook May Change at Any Time. If That Occurs, Students Will Receive Written Notice from the PTA Program Coordinator.**

## **SECTION I – THE PTA CURRICULUM**

### **PROGRAM DESCRIPTION AND ACCREDITATION STATUS**

The Physical Therapist Assistant Program is housed in the Southwest Tennessee Community College Division of Allied Health Sciences and Nursing. All academic programs in the Division lead to an Associate of Applied Science (A.A.S.) degree or to either an Academic or Technical Certificate of Credit. All academic programs which require individual accreditation are so accredited. Southwest Tennessee Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

The Physical Therapist Assistant educational program is a one-year program preceded by one year of general education and prerequisite course work. Classes begin in the summer term of each year and include classroom, laboratory, and clinical education in the application of physical therapy modalities, exercise programs, and specialized treatment procedures. Class size is limited to 20 students each year. Following graduation, graduates are eligible to sit for the state licensing examination.

The Physical Therapist Assistant Program at Southwest Tennessee community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>. The program's current status is probationary accreditation – show cause; for more information see [www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/](http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/).

The most recent graduating PTA class for which we have information on both number of students who enrolled in the program and number of students who successfully completed the program and passed their national licensure examination is the class of 2021-2022:

20 enrolled	11 graduated	11 have taken the national licensure exam;
		7 have passed

## PROGRAM PHILOSOPHY

The philosophy of the Physical Therapist Assistant (PTA) program derives from and is consistent with the mission of Southwest Tennessee Community College (Southwest). In accordance with the general framework provided by the College mission, PTA faculty are committed to the belief that each student enrolled in the program has intrinsic value and worth; that each student must be accepted on his own merit regardless of race, sex, age, religion, or national origin, and that faculty must give full consideration to individual differences in each student with regard to learning style and in mental, emotional, and professional-ethical development; and that the Southwest PTA program should be a place where each student can develop his/her abilities and talents in the practice of physical therapy by classroom and clinical learning experiences which are designed to bolster the student's self-esteem and facilitate his/her professional development.

The faculty of the physical therapist assistant program have articulated some of their beliefs about physical therapy, education of physical therapist assistants, and the teaching-learning process. These beliefs help define the philosophy of the program.

\*We believe in the essential nature of the service provided by physical therapist assistants, and that this value must be inculcated in all students enrolled in the program. We believe that the education provided students must enable them to become safe, caring, and effective practitioners who have their patients' welfare as their primary concern.

\*We believe that it is our purpose and responsibility to provide a well-planned, comprehensive program in physical therapist assisting which will assure each student (with effort) success in developing necessary knowledge, skills, and attitudes for practice in the field. In this regard, it is our responsibility to remain current in our knowledge of the nature and needs of society and the profession with regard to the role, needs, and educational preparation required for physical therapist assistants.

\*We believe that it is our responsibility to provide classroom and clinical learning experiences which will provide opportunities for all students to acquire a mastery of the basic skills fundamental to the practice of the discipline. We believe that this is accomplished in part by all faculty knowing and applying sound educational principles in both academic and clinical setting.

\*We believe that it is our responsibility to encourage students in developing, and provide opportunities for students to develop intrinsic motivation for continued learning after graduation.

\*We believe, with regard to the teaching-learning process, that

- students can learn from each other, faculty can learn from students, and all should feel free to exchange knowledge with each other;
- competencies to be developed by students should be clearly stated so that students will understand the purpose of any learning experience;
- clinical practice and academic theory should be closely related in the curriculum because students learn best when relevance to practice is apparent;
- acquisition of simple skills early in the curriculum, followed closely with opportunities to practice the skills with patients, will develop self-confidence in students, reinforce learning, and generate motivation for further learning;
- students should have opportunities to identify how they learn best;
- clinical education should provide a setting which will enable the student to reach goals established jointly by the student, the clinical educator, and the academic faculty, planned opportunities for students to learn, and time for the clinical educator to give feedback to the student about his performance;
- learning experiences in the classroom and clinic should provide for progressively increasing complexity and breadth of application.

### **Physical Therapist Assistant Program Mission Statement**

The mission of the Physical Therapist Assistant is to educate competent physical therapist assistants who will help meet the diverse health care needs of the community served by Southwest Tennessee Community College. As part of the mission to educate competent physical therapist assistants, the Program is committed to providing an appropriate and accessible curriculum as a means for students to become vital members of a physical therapy team. The Program is committed to providing a safe and inclusive learning environment that promotes respect for differences in culture, identity, experience, beliefs, and abilities. Southwest graduates will be given opportunities to reach their full potential to confidently enter the workforce as lifelong learners that provide the highest quality care within the scope of practice of the physical therapist assistant under the supervision of a physical therapist.

### **PTA Program Goals**

1. Graduates will possess theoretical knowledge, professional behaviors, and technical skills necessary to provide quality physical therapy as measured by formal examination, CPI (Clinical Performance Instrument), and successful completion of practical and skill assessments.
2. The program will be responsive to community needs within the scope of the Southwest PTA Program as assessed by advisory committee feedback and employer survey and in keeping with the Mission Statement of the College (see college catalog).
3. The Southwest PTA Program will meet or exceed national standards for physical therapist assistant education as measured by a minimum of 80% first-time pass rate on NPTE (National Physical Therapy Examination).
4. The Southwest PTA Program will provide a variety of learning experiences to develop PTA skills as measured by clinical placement variety (IP/OP).
5. The Southwest PTA Program will deliver a high-quality curriculum served by qualified faculty that meets the needs of the community and prepares students for the workforce (as measured by graduate survey, student survey, and faculty qualifications).

### **PROGRAM OBJECTIVES:**

At the completion of the PTA curriculum, the student will:

1. Perform in a safe manner that minimizes the risk to patient, self, and others.
2. Demonstrate expected clinical behaviors in a professional manner in all situations.
3. Perform in a manner consistent with established legal standards, standards of the profession, and ethical guidelines.
4. Adapt delivery of physical therapy services with consideration for patients' differences, values, preferences, and needs.
5. Communicate in ways that are congruent with situational needs.
6. Participate in self-assessment and develops plans to improve knowledge, skills, and behaviors.
7. Demonstrate clinical problem solving.
8. Perform selected therapeutic exercises in a competent manner.
9. Apply selected manual therapy, airway clearance, and integumentary repair and protection techniques in a competent manner.
10. Apply selected physical agents and mechanical modalities in a competent manner.
11. Apply selected electrotherapeutic modalities in a competent manner.

12. Perform functional training in self-care and home management and application and adjustment of devices and equipment in a competent manner.
13. Produce quality documentation in a timely manner to support the delivery of physical therapy services.
14. Participate in the efficient delivery of physical therapy services.

### **FACILITIES USED BY PTA PROGRAM**

#### **Southwest Tennessee Community College**

Faculty Offices: AH 112 Allied Health Building  
 Telephone: 333-5395 (Jennifer Stevens)  
 333-5794 (Allison Swearingen)  
 Lecture Room: AH 121 Allied Health Building  
 Lab: AH 125 Allied Health Building

#### **Field Trip Sites** (including but not limited to)

Baptist Memorial Rehabilitation Hospital, 1240 S Germantown Rd, Germantown, TN 38138

Campbell Clinic Orthopedics, 7887 Wolf River Blvd, Germantown, TN 38138

Fourroux Prosthetics, 6740 Reese Rd, Memphis, TN 38133

OrthoSouth, 6286 Briarcrest Ave, Memphis, TN 38120

### **2023-2024 ACADEMIC CALENDAR**

#### **Summer Term 2023**

By May 30	Registration for the PTA Program
May 30-31 & June 7	Orientation begins for PTA Students
June 12	Classes begin
July 3-4	Independence Day Holiday (no classes)
Aug. 7	Last day of class for summer

#### **\*Fall Semester 2023**

August 2	Registration with Payment Due
August 21	Classes begin
September 4	Labor Day Holiday (no classes)
November 23-24	Holiday (Thanksgiving Recess)
Nov. 13 – Dec. 7	Integrated Clinical Education I
December 8	PTA License Practice Exam

**\*Spring Semester 2024**

January 5	Registration with Payment Due
January 8	Classes begin
January 15	Martin Luther King, Jr. Holiday
Mar. 4– Apr. 12	Terminal Clinical Education I
April 15-18	Return for final week of Spring Classes

**\*Maymester 2024**

April 22 – May 24	Terminal Clinical Education II
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\*These dates are approximate. Students will be notified when dates are finalized.

**PTA CURRICULUM OUTLINE**

**Summer Extended Term (7 hrs.)**

<u>Course No.</u>	<u>Hrs.</u>	<u>Course Name</u>
PTAT 2300	3	Biophysical Agents for the PTA I
PTAT 2110	1	Patient Care Skills for the PTA
PTAT 2310	3	Kinesiology for the PTA

**Fall Semester (17 hrs.)**

<u>Course No.</u>	<u>Hrs.</u>	<u>Course Name</u>
PTAT 2230	2	Biophysical Agents for the PTA II
PTAT 2510	5	Musculoskeletal Conditions and Treatment for the PTA
PTAT 2270	2	Professional Development for the PTA
PTAT2390	3	Integrated Clinical Education I
PTAT 2530	5	Medical Surgical Conditions and Treatment for the PTA

**Spring Semester (15 hrs.)**

<u>Course No.</u>	<u>Hrs.</u>	<u>Course Name</u>
PTAT 2320	3	Special Topics for the PTA
PTAT 2520	5	Neuromuscular Conditions and Treatment for the PTA
PTAT 2280	2	Seminar for the PTA
PTAT 2590	5	Terminal Clinical Education I

**Maymester (4 hrs.)**

<u>Course No.</u>	<u>Hrs.</u>	<u>Course Name</u>
PTAT 2494	4	Terminal Clinical Education II

## **PTA COURSE DESCRIPTIONS**

**Note: Prerequisites for all PTAT courses in the first semester is acceptance into the PTA program.**

**PTAT 2300 3 Biophysical Agents for the PTA I**

This course includes Part I of all current theory and practice of biophysical agents for the physical therapist assistant student. Emphasis will be placed on safe and effective application, physiological effects, intervention parameters and expected outcomes. Prerequisite: Acceptance into the PTA program.

**PTAT 2110 1 Patient Care Skills for the PTA**

This course includes fundamental patient care skills, selected data collection and physical therapy interventions for the physical therapist assistant student. Prerequisite: Acceptance into the PTA program.

**PTAT 2310 3 Kinesiology for the PTA**

This course integrates basic and advanced functions of the nervous and musculoskeletal system with emphasis on normal joint structure, muscle attachment, actions and innervations, palpation skills and data collection skills. The physical therapist assistant student will apply these concepts to the understanding of normal human motion in relation to physical therapy practice. Prerequisite: Acceptance into the PTA program.

**PTAT 2230 2 Biophysical Agents for the PTA II**

This course continues with Part II of the current theory and practice of biophysical agents for the physical therapist assistant student. Emphasis will be placed on safe and effective application, physiological effects, intervention parameters and expected outcomes. Prerequisite: successful completion of all PTAT courses in the prior semester.

**PTAT 2510 5 Musculoskeletal Conditions and Treatment for the PTA**

This course introduces the PTA student to common musculoskeletal pathologies, contemporary rehabilitation concepts, and accepted therapeutic interventions for these conditions. Emphasis will be placed on safe and effective application of specific orthopedic treatment interventions and data collection. Prerequisite: successful completion of all PTAT courses in the prior semester.

**PTAT 2530 5 Medical Surgical Conditions and Treatment for the PTA**

This course introduces the PTA student to common medical and surgical pathologies of various body systems, contemporary rehabilitation concepts, and accepted therapeutic interventions for these conditions. Emphasis will be placed on safe and effective application of related treatment interventions and data collection. Prerequisite: successful completion of all PTAT courses in the prior semester.



PTAT 2270      2      Professional Development for the PTA

This course prepares the PTA student for skills needed to be successful in the broader domain of the health care workforce, with a focus on those attributes and behaviors that apply to the PTA within the clinical environment. Prerequisite: successful completion of all PTAT courses in the prior semester.

PTAT 2390      3      Integrated Clinical Education I

Integrated clinical education experiences consist of the student's supervised clinical practice of previously learned PTA duties and functions in a physical therapy practice setting under the direction of a licensed physical therapist or physical therapist assistant. Students are required to achieve the program's clinical performance expectations by the end of the clinical education experience. Prerequisite: Successful completion of PTAT 2230, PTAT 2510, PTAT 2270, and PTAT 2530

PTAT 2320      3      Special Topics for the PTA

This course introduces the student to a variety of special topics germane to physical therapy. Prerequisite: successful completion of all PTAT courses in the prior semester.

PTAT 2520      5      Neuromuscular Conditions and Treatment for the PTA

This course introduces the PTA student to common neuromuscular pathologies, contemporary rehabilitation concepts, and accepted therapeutic interventions for these conditions. Emphasis will be placed on safe and effective application of specific neuromuscular treatment interventions and data collection. Prerequisite: successful completion of all PTAT courses in the prior semester.

PTAT 2280      2      Seminar for the PTA

This course provides the PTA student with opportunities to bridge previous course work to a variety of unique clinical perspectives within the practice of physical therapy. This course provides continued opportunities to apply prior learning to the transition from student to successful member of the healthcare team. Prerequisite: successful completion of all PTAT courses in the prior semester.

PTAT 2590      5      Terminal Clinical Education I

Terminal clinical education experiences consist of the student's supervised clinical practice of previously learned PTA duties and functions in a physical therapy practice setting under the direction of a licensed physical therapist or physical therapist assistant. Students are required to achieve the program's specific clinical performance expectations by the end of the clinical education experience. Prerequisite: Successful completion of PTAT 2320, PTAT 2520, and PTAT 2280.

PTAT 2494      4      Terminal Clinical Education II

Terminal clinical education experiences consist of the student's supervised clinical practice of previously learned PTA duties and functions in a physical therapy practice setting under the direction of a licensed physical therapist or physical therapist assistant. Students are required to achieve the program's specific

clinical performance expectations by the end of the clinical education experience. Prerequisite: successful completion of all PTAT courses in the prior semester.

### TEXTBOOKS

**\*Summer Term textbooks with estimated costs**

*The PTA Handbook*, 2014, (Curtis and Newman), 2nd Edition - \$66.19  
*Manual for Physical Agents*, 2012, (Hayes and Hall), 6th Edition - \$100.79  
*Pierson & Fairchild's Principles & Techniques of Patient Care*, (Fairchild, O'shea, & Washington), 6<sup>th</sup> Edition. - \$90.99  
*Trail Guide to the Body*, 2019, (Biel), 6<sup>th</sup> Edition - \$67.68  
*Clinical Kinesiology and Anatomy*, 2017, (Lippert), 6th edition - \$89.95  
*Laboratory Manual for Clinical Kinesiology*, (Lippert), 4th edition - \$41.36  
**Recommended:** *Physical Examination of the Spine & Extremities*, 1976, (Hoppenfeld) - \$16.99

**\*Fall Semester**

*Pathology for the Physical Therapist Assistant*, 2017, (Goodman & Fuller), 2nd Edition - \$89.23  
*Therapeutic Exercise: Foundations and Techniques*, 2018, (Kisner, Colby, & Borstad), 7th Ed – \$71.54  
*Measurement of Joint Motion: Goniometry*, 2016, (Norkin & White), 5th Edition - \$71.20  
*Muscle and Sensory Testing*, 2020, (Reese), 4th Edition - \$88.95  
*Neurologic Interventions for Physical Therapy*, 2020, (Martin & Kessler), 4th Edition - \$67.99  
*Documentation Basics: A Guide for the Physical Therapist Assistant*, 2018, (Erickson & McKnight), 3rd Edition - \$60.65  
**Recommended:** *Physical Rehabilitation*, 2019, (O'Sullivan, Schmitz, & Fulk), 7th Edition – \$110.60  
CPI online access is provided to students at no cost to them

**\*Spring Semester**

*PTA Exam: The Complete Study Guide* (Giles), newest edition - \$85.00 – *This text will be ordered as a group to receive 25% discount.*

**\*Maymester Term**

No new texts needed

**\*Note:** Editions of these books may change after the handbook is printed and may no longer be current. DO NOT BUY BOOKS IN ANY GIVEN SEMESTER WITHOUT FIRST CHECKING WITH THE BOOKSTORE TO SEE IF A NEW EDITION HAS BEEN RELEASED AND IF IT IS BEING USED BY THE PTA PROGRAM.

### ESTIMATED PROGRAM COSTS AND EXPENSES (all fees are estimates only)

Maintenance Fee (in-state students)	\$171 per credit hour not to exceed \$2052.00 per semester
Additional Maintenance Fee	\$37 will be assessed for each hour over 12 credit hours
Maint. Fee (out-of-state students)	\$705 per credit hours not to exceed \$8460.00 per semester
Additional Maint. Fee (out-of-state)	\$144 will be assess for each hour over 12 credit hours

Nursing and Allied Health Students	\$20 per credit hour program fee
Student Activity Fee	\$15 per semester
Program Service Fee	\$17 per term
Technology Access Fee	\$18 per credit hour (up to \$116/term)
International Education Fee	\$15 per semester
Graduation Fee (Spring Semester)	\$25
Physical Examination (Summer)	\$150 (not including hepatitis immunization)
Drug Screen	\$50 approximately
Criminal Background Check	\$50 approximately
APTA Student Membership	\$85
Malpractice Insurance (Fall)	\$14.50 approximately per year
CPR/BLS Certification	\$85
Books (if bought new)	\$1048 (approx.: \$502 - 1 <sup>st</sup> , \$467 - 2 <sup>nd</sup> , \$80 - 3 <sup>rd</sup> , \$0 - 4 <sup>th</sup> )
Class Composite Photograph	\$50 approximately
Clinical Education	Students are responsible for all expenses associated with clinical ed., including transportation & parking expenses
Licensing Examination	\$850 approx. (Although not technically a program cost, students should include this cost in planning their budgets)
All fees and costs are subject to change without notice.	

### **DRESS CODE**

Students are expected to use good judgment in their classroom dress, remembering that they are professional students who represent the PTA profession to other people. All students are required to meet acceptable hygiene standards as determined by the Core Faculty. You will not be allowed to participate in laboratory or Clinical Education experiences if those standards are not met. Specific dress for:

- Laboratory Sessions:** Students will be required to wear shorts (not tight-fitting spandex) and T-shirts (or acceptable sports bra tops for female students and shirts off for male students) during many of the courses that include labs.
- Clinical Education:** Students are required to remove any facial piercings (including tongue piercing or multiple ear piercings). Students are required to cover any visible tattoos. Conservative long pants and conservative shirt or blouse  
Low-heeled, closed-toe, comfortable shoes

**\*\*Sandals, high heel shoes, jeans, and novelty t-shirts are NOT acceptable\*\***  
 Southwest student badge  
 Minimum jewelry  
 Short fingernails (acrylic nails are prohibited) Nail length should not exceed tip of finger  
 Neatly pulled-back hair  
 Students' dress must meet standards of the clinical facility. That may include certain-colored scrubs.  
 Field Trips: Conservative street clothes

## **CLINICAL EDUCATION**

**OVERVIEW OF CLINICAL EDUCATION:** Clinical education experiences for PTA students are scheduled at the end of the fall and spring academic semesters. Students are assigned to clinical sites in the surrounding Memphis area for Integrated Clinical Education I, Terminal Clinical Education I and Terminal Clinical Education II and may elect to affiliate with approved physical therapy facilities outside the immediate area for Terminal Clinical Education I and II rotations. PTA students work with patients under the supervision of practicing physical therapists and physical therapist assistants. The overall clinical education schedule is as follows:

Integrated Clinical Education: Fall Semester	17 days of full-time clinical experience
Terminal Clinical Education I: Spring Semester	6 weeks of full-time clinical experience
Terminated Clinical Education II: Maymester	5 weeks of full-time clinical experience

**CLINICAL ASSIGNMENTS:** Clinical assignments will be made to ensure that each student receives a well-rounded clinical education which is representative of the spectrum of physical therapy practice. Students will be assigned to clinical sites by the program's Director of Clinical Education (DCE) for the Clinical Education courses. Students may make requests for assignment to specific facilities with which Southwest has clinical affiliation contracts, but the final decision in making assignments will be at the discretion of the DCE. Student assignments will consist of one inpatient, one outpatient, and one additional. Clinical assignments will be based on availability of clinical sites, clinical needs of the student, special interests of the student, and transportation and housing needs of the student. Refusal to travel to an assigned clinical site may result in immediate dismissal from the program.

**GRADING:** Each student is evaluated by the supervising clinical instructor at mid-term and at the conclusion of each clinical rotation. The Clinical Education courses are Pass/Fail (A/F) courses. Failure to make a minimum grade of C will result in the student being dismissed from the PTA program. Students dismissed for academic reasons may be considered for readmission to the program the following year (or after two years) under current policy, based on space availability. (See the College Catalog for more information related to retention and readmission policies.)

**SITE VISITS:** The DCE will call or visit the clinical site at least once during each rotation to monitor each student's progress. During the visit, the DCE will talk to the student and the supervising therapist to discuss the student's clinical performance. The purpose of the visit is to acknowledge successful performance, identify areas which need improvement, and to implement plans to improve performance. If a problem arises at any time during the clinical rotation, the student is asked to discuss the situation with his/her supervising therapist as soon as possible. The student may also want to discuss the matter with the Site Coordinator of Clinical Education (SCCE) at the affiliation site. If the problem persists, the

student should advise the program's DCE immediately so that attempts can be made to resolve the problem/conflict.

**MALPRACTICE INSURANCE AND CPR CERTIFICATION:** Clinical education sites and the PTA program require that all PTA students carry professional liability (malpractice) insurance for the period during which they are enrolled in the program. Such insurance, obtained at the student's own expense, must be purchased prior to students beginning their first clinical affiliations. Additionally, clinical sites require that all affiliating PTA students be certified in cardiopulmonary resuscitation (CPR). Students must be trained in BLS for Healthcare Providers which includes CPR for infants, adults and children and AED training. The CPR training must be **American Heart Association** certified. Students must obtain certification at their own expense.

**OTHER CLINICAL FACILITY REQUIREMENTS:** Drug testing and criminal background investigation(s) at the student's expense. Additional vaccinations or TB tests required by assigned facilities will also be at the student's expense.

**ASSURING A SUCCESSFUL CLINICAL EXPERIENCE:** Students must take appropriate initiative and accept responsibility for their own learning in the clinical setting. Some behaviors that will make it easier for you to do this include the following suggestions:

1. Display an attitude of "wanting to learn" and "wanting to help." Remember, body language conveys a lot.
2. Learn and adhere to the rules of the clinic as though you were an employee: be on time, follow the clinic schedule, and dress appropriately. Do not ask for time off unless it is imperative. If you must ask for time off, consult with your clinical instructor. If an emergency arises or if you are sick, it is your responsibility to notify the clinical instructor as soon as possible and arrange to make up any missed time. You are required to complete all assigned days at the clinic before receiving a final grade.
3. Remember that there is always more than one way of doing things correctly. You have been taught a correct method of administering basic modalities and clinical procedures. If a clinic employee performs a task safely but differently from the way you learned in class, do not challenge the employee in front of the patient; rather, discuss the reasons for the differences in treatment techniques with your supervising therapist at an appropriate time.
4. Treat all patients with dignity and respect, honoring their rights to confidentiality. Abide by the APTA Standards of Ethical Conduct for the Physical Therapist Assistant and remember the Patient's Bill of Rights.
5. Use discretion in what you say to patients and interact with patients in a professional manner. Do not embarrass the patient by asking thoughtless questions or making inappropriate comments. Do not discuss your opinion of the abilities of other therapists, the patient's doctor, or other health care professionals with patients.
6. Use your time wisely. If your assigned patient cancels, use the extra time to assist others in the department or observe other therapists during patient treatment. Use the clinic library to get information pertinent to the types of patients you are treating.

7. Learn from everyone in the clinic. You will be working primarily with physical therapists and physical therapist assistants, but do not overlook the value of learning from the support staff. You can gain a wealth of knowledge from physical therapy aides and technicians. You can also learn about other health professions during your clinical rotations: occupational therapy, speech therapy, recreational therapy, and nursing.

#### **ATTENDANCE AT CLINICAL SITES:**

See under attendance and punctuality program policy and procedure below.

#### **ATTENDANCE AND PUNCTUALITY**

**PROGRAM POLICY AND PROCEDURE:** Because of the relative brevity and intensity of the PTA educational program, students are required to attend all planned learning experiences including lectures, laboratories, clinical assignments, and other arranged learning activities, and to be punctual. Any student with a 20% or greater absentee rate will be subject to disciplinary action. This policy is also stated in each course syllabus.

While neither the program coordinator nor any instructor gives “excused” absences, they recognize that compelling circumstances beyond the student’s control may prohibit attendance. In all cases, it is the student’s responsibility to notify the program office (telephone number 333-5395) if he/she will be late for, or absent from class, or the DCE and Clinical Instructor if he/she will be late for, or absent from, a clinical assignment.

**Missed Classroom Time:** In all cases, **the student** is responsible for all information covered during an absence.

In the event that the College closes any or all of its facilities because of inclement weather, the PTA students will be expected to make up any lost class time. That will entail revising the schedule, as needed.

**Missed Clinical Experiences:** Attendance is required in all clinical education sessions. Students are expected to follow the facility’s work schedule regarding hours worked, including holidays and weekends. Facility policy will also determine the student’s schedule in the event of inclement weather. Students who miss clinic days due to illness will need to make those days up in a way that fits the clinic’s schedule. Students are to notify their CI of an illness related absence prior to the start of the day or as soon as telephone contact can be established. In addition, students are required to notify the DCE of any absence. An unexcused absence may be grounds for dismissal from the Program. If a student is unable to attend clinic, the Clinical Instructor and the DCE should be notified as soon as possible. All absences must be made up before a final grade in the course will be given.

Faculty/Student Committee on Absenteeism Guidelines.

1. “Late” is defined as being 1 to 9 minutes late to class or clinic. “Tardy” is defined as being 10 or more minutes late to class or clinic. Three (3) late equate to one (1) absence. Two (2) tardies equate to one (1) absence. Also, coming back late from a break or leaving class early constitutes a late or tardy based on the above time frames. A student is considered absent if more than 30 minutes of class time or clinic time is missed.

Repeat offenders will be required to write papers to demonstrate understanding of the material that was missed.

2. When the program coordinator determines that a student has accumulated an absence rate of 15% or more, a letter will be sent to the student notifying him/her of the absence rate and a reminder of the possible consequences of continued absence.
3. When a student has accumulated an absence rate of 20% or greater, s/he must appear before a committee hearing to explain the reasons for such absences.
4. After deliberation, the committee recommends one of the following actions to the department head:
  - a. the student's course grade will be lowered
  - b. the student will receive a grade of "F" in the course
  - c. the student will be dismissed from the program
  - d. the student will be granted a leave of absence (see pg. 35 of Department Policies and Procedures Manual, "Leave of Absence")
5. The offending student is notified by the department coordinator, in writing, of the action to be taken within two days following the hearing.
6. If a pop quiz is in progress, students arriving late will be required to wait outside of class until the quiz is over; the student arriving late will receive 0 points for the pop quiz.

### **Bereavement Policy**

Students may take up to two (2) days off due to the death of an immediate family member. Immediate family shall include spouse, child, parent, grandparent, grandchild, brother, or sister of the student. If the student is in the clinical setting when the death occurs, the student will be excused for only one (1) day. If more time is taken off, that time must be made up before a final grade will be given.



## **ADDITIONAL PROFESSIONAL BEHAVIORS**

**PROGRAM POLICY:** In addition to meeting attendance and punctuality requirements, students are expected to possess other professional behaviors. They include:

- a. donning proper lab clothing before class begins, refraining from talking after lecture or lab begins and remaining until dismissal by the instructor.
- b. practicing techniques/activities until the instructor moves to the next topic or dismisses class.
- c. practicing techniques/activities on more than one classmate.
- d. requesting an appointment with the instructor to review written/practical examinations and/or assignments.
- e. reviewing exams/assignments/instructions and preparing questions before meeting with the instructor.
- f. completing assignments in a timely manner.
- g. engaging in constructive problem-solving sessions and utilizing constructive feedback to develop a plan of action for remediation of own performance while maintaining a professional demeanor.
- h. providing feedback to classmates about examination and treatment techniques in labs.

**PROGRAM PROCEDURE:** A student who does not meet the professional behaviors listed above will receive one warning. A second violation will entail mandatory counseling with the Southwest counselor or going before a committee to determine a plan of remediation. That plan may include delaying or canceling the student's upcoming clinical affiliation(s).

### **OTHER FORMS OF MISCONDUCT, INCLUDING BUT NOT LIMITED TO:**

1. Failure to keep cell phones turned off and out of sight during examinations
2. Refusal to adhere to dress codes specific to: lecture, lab, field trips, and clinical education
3. Any type of real or implied verbal threats, or threatening behavior
4. Inappropriate behavior during practice sessions in the PTA program's lecture or laboratory facilities
5. Raising one's voice
6. Using curse words
7. Showing anger in other ways
8. If security has to be called for any reason. For example: if a student does not leave class or a clinical facility when asked. Another example: if a student does not leave a clinical instructor or faculty member's office, when asked
9. Not leaving a meeting when dismissed
10. Not following instructions, such as failing to communicate by email if instructed to do so
11. Arguing
12. Not making an appointment with faculty in a timely manner if instructed
13. Eavesdropping on private conversations between academic faculty and/or between clinical faculty
14. Following faculty or clinical instructors, which is a form of harassment
15. Saying or doing things to undermine class morale
16. Saying or doing things to undermine a teacher's authority, or a clinical instructor's authority, such as discussing private issues with classmates, or with other staff
17. Any HIPAA violation



18. In addition, see other definitions and examples of unacceptable forms of behavior under the headings “**Classroom Misconduct**” and “**General Campus Misconduct**” in the Southwest Student Planner.

Depending on the seriousness and/or frequency of the misconduct, penalties will range from:

- a. A verbal and/or written warning
- b. A written assignment asking for self-assessment, which includes having the student design a plan to eliminate the inappropriate behavior(s)
- c. Lowering the student’s letter grade in the course in which the inappropriate behavior occurs by one letter grade, or receiving a failing grade
- d. Delaying the student’s next Clinical Education course until the problem is alleviated. If the delay means that prerequisites needed to continue in the program cannot be completed in time, the student will be dismissed from the PTA program.
- e. Requiring the student to take a leave of absence until appropriate and obligatory steps have been taken to alleviate the inappropriate behavior(s). (It should be noted that depending on when the leave of absence takes place, or for how long, will determine whether the student remains eligible to complete the PTA program.)
- f. Immediate dismissal from the program

#### **For Any Course with a Lecture Or Laboratory Skills or Examination Component:**

Inappropriate behavior/failure to act in a professional manner in all lecture or laboratory practical examinations will either result in a warning or immediate dismissal from the PTA program, depending on the seriousness of the violation. If a student is not dismissed from the program and a warning is given after the first violation, a second violation will result in automatic program dismissal. Inappropriate behavior/failure to act in a professional manner during practice sessions during and after regular class time in the lab is subject to this policy.

In any course with a laboratory component and on all clinical affiliations, “manhandling” fellow students or patients, or positioning them in such a way as to risk physical injury will result in failure of the practical examination. Two of these violations will result in dismissal from the PTA program.

### **GRADING AND EXAMINATIONS**

**PROGRAM POLICY:** The final grade for each academic course shall be determined by the course instructor who will use his/her discretion in assigning %’s to various achievement indicators.

**PROGRAM PROCEDURE:** In each academic course, students’ final grades are determined by their performance on such activities as assignments, written and oral examinations, practical examinations, and class participation. Once a final number grade is determined, it is converted to a letter grade according to the following scale:

A	=	93 – 100
B	=	84 – 92
C	=	79 – 83
D	=	69 – 78
F	=	<69

- Students who fail to complete all requirements for a course will receive either a failing grade (F) or an incomplete (I), at the discretion of the instructor. Students who receive “I” grades may continue in the program, but must make arrangements with the instructor for prompt completion of course

requirements. Grades of “I” not officially changed to a final grade during the following semester revert to grades of “F”.

- Students must attain a minimum grade of C in each PTA course in order to continue in the program.
- Examinations: All students are expected to take written and practical examinations at the designated time. Once a student has been given a test that test score must stand. Students that hand in an incomplete test and leave the classroom may not return to the classroom to complete it. It is the student’s responsibility to make sure they have completed the entire test.
- **If a student scores less than 79% on a written exam, the student is required to retake the exam to demonstrate competency of 79% or better. The retake grade will only show competency of the required material and the first grade will stand.**
- If a student misses any examination, he/she will be allowed to request that the instructor schedule the exam for him/her to take before the next scheduled class meeting time; however, the student’s grade for that exam will be automatically reduced by 10%. Any exception to this policy will require a signed doctor’s excuse or an obituary/funeral notice proving loss of an immediate family member (parent, spouse, child, sibling, or grandparent). Also, any student who misses classes prior to an exam that is scheduled the same day will have their grade automatically reduced by 10%. Any exception to this policy must be approved by the PTA Program Director.

**Student Disability Services:** For information on services for students with disabilities, refer to that section in the College Catalog. <https://www.southwest.tn.edu/center-for-access/>

**OPEN LABS:** Open labs will occur outside of normal classroom hours when a tutor is present. This is in addition to the time instructors are available by appointment during office hours. Purposes of open lab include: additional practice of necessary skills needed to be a PTA; review of previous lecture-related material; and helping students prepare for upcoming laboratory practical and written exams.

Open labs are voluntary and all who wish to attend, **with the following exceptions:**

- 1) If a student scores less than a 79% on a written exam, the student is required to attend at least one open lab per week until the student scores 79% or greater on the next written exam in the same course.
- 2) If a student scores less than 80%, or otherwise has a substandard performance on a lab practical as determined by the course instructor, the student is required to attend at least one open lab per week until the instructor feels that the student has mastered the material.

Please note: If a student is required to attend an open lab and fails to do so, s/he will receive an “I” in the relevant subject until additional assignments are completed (unless s/he is due to receive less than 79% [combined lecture and lab] in the relevant course at semester’s end. In that case the student will receive the final grade of “D” or “F.”)

## **GRADING POLICIES FOR LABORATORY PRACTICAL EXAMINATIONS**

### **Policy 1: Demonstrating Skill Competency at the Level of 80% or Better**

#### **Procedure:**

Scoring below 80% on any laboratory practical exam that requires skill competency necessitates repeating the practical. Though each repeated practical will be looked at individually to determine if a student is competent at the 80% level or better, the actual loss of points is cumulative. For example, if a student misses 6 points on the initial attempt and 4 points on the second attempt, if passing, the final score will reflect a 10-point deduction.

If, on the third attempt, a student again scores below 80% (even if no critical safety elements were missed), the student will receive a 0 (zero) on the practical and will receive a grade of “F” in the course.

### **Policy 2: Critical Safety Elements**

As course material is presented, critical safety elements (CSEs) will be clearly described so the students know what to expect. Each student must show competency in adhering to those elements before passing the course. All CSEs will be identified on written practicals with asterisks.

#### **Procedure:**

The procedure for critical safety elements is in addition to the fact that students must achieve a grading percentage of 80% or better in all relevant courses with laboratory practical exams that require students to show skill competency.

Missed critical safety elements are a 1 point deduction each on the initial attempt. On the second attempt they are a 5 point deduction each. If a student misses a critical safety element on the third attempt, the student will receive a 0 (zero) on the practical and will receive a grade of “F” in the course.

Note: Students will be deducted one point for each missed critical safety element when averaging their lab practicals to determine if they show competency at the 80% level. However, if students qualify to stay in the program after practicals and subsequent attempts are averaged, the full deductions of 5 points per CSE on the second attempt will be deducted when figuring the final course grade.

### **Policy 3: Rescheduling**

If critical safety element(s) are missed and/or a student has demonstrated skill competency below the 80% level: second and third attempts on practicals must be rescheduled outside of regular class time, within one week, at the instructor’s convenience. The instructor will assess how much practice time is needed before the student is allowed to retake the exam. After the first unsuccessful attempt remediation will be offered if the instructor deems it necessary. After the second unsuccessful attempt remediation will be mandatory. Instructors may call in a second faculty member or qualified PT or PTA from the community to co-grade the practical if deemed necessary.

## **PREPARING FOR THE NATIONAL PHYSICAL THERAPY EXAMINATION FOR PTAs**

All PTA students will take a series of practice exams while in the PTA program in preparation for the National Physical Therapy Examination for PTAs (NPTE).

To pass the PTA Exit Exam, a student will need to score a minimum of 100 of the 150 questions correct on one of the two final practice exams or score a grade of 600 on the two Academic PEAT Exams. If a student does not pass the PTA Exit Exam, the student must pay for additional practice exams until a passing score is achieved. To graduate, a student must pass the PTA Exit Exam.

## **THE DEAN’S LIST**

At the end of each term, a Dean’s list is compiled recognizing those students who have distinguished themselves by an outstanding record of academic achievement for the semester. To qualify for the Dean’s List, a student must have completed at least 12 credit hours of college-level courses during the

term and earned a GPA of 3.0 or higher with no grade of “F” or “I”. The Dean’s List accomplishment will be noted on the student’s permanent academic record.

## **PROFESSIONAL CONDUCT**

**PROGRAM POLICY:** Physical Therapist Assistant students are expected to comply with academic rules of conduct and with the special student responsibilities endorsed by the College. In addition, as future health professionals, students are expected to exhibit ethical and professional behavior as described in the Standards of Ethical Conduct for the Physical Therapist Assistant of the American Physical Therapy Association (APTA).

**PROGRAM PROCEDURE:** Students are provided copies of the APTA Standards of Ethical Conduct for the Physical Therapist Assistant early in the program. Ethical and professional behavior is discussed throughout the curriculum, and both clinicians and faculty strive to serve as role models for what is considered appropriate behavior. Evaluation of a student’s clinical performance includes an evaluation of his/her professional behavior and is routinely discussed with the student. In addition, the Core Faculty evaluate students’ professional conduct on an ongoing basis during each academic period. If corrective action is necessary, the student is promptly notified. A student’s satisfactory progress in this area is required for him/her to progress through the program and graduate.

Part of one’s **professional conduct** includes keeping up with important updates via email: Each student is expected to check his/her Southwest email account every day and confirm receipt when an email is read and received.

## **CLASSROOM BEHAVIOR AND ACADEMIC MISCONDUCT (College Catalog)**

“Any student engaged in disruptive conduct or conduct violating the general rules or regulations of the College may be ordered to temporarily leave the classroom. Extended or permanent exclusion from the classroom can be achieved only through appropriate procedures of the College.

“Plagiarism, cheating, and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through regular College procedures as a result of academic misconduct, the instructor has the authority in such cases to assign an “F” grade or a zero for the exercise or examination, or to assign an “F” grade for the course. College sanctions for academic misconduct may include suspension or dismissal from the College. If a grade of “F” is assigned to a course as a result of academic misconduct, a student may not withdraw from or drop that course.”

## **PROGRAM POLICY: (PTA PROGRAM HAS A ZERO TOLERANCE POLICY)**

In connection with the taking or contemplating of taking any examination, or in connection with the preparation of any materials which might affect a student’s grade in any course, the following acts are prohibited:

1. Knowingly discovering or attempting to discover the contents of any examination before the contents are revealed by the instructor;

2. Obtaining, using, attempting to use, supplying or attempting to supply to any person any unauthorized material or device which would aid one in illegally taking an examination;
3. The representation as a student's own work or product which is not the product of the student's sole effort, where such work or project affects or might affect the student's grade, credit or status in the College;
4. Any act of plagiarism which includes, but is not limited to, the wrongful appropriation in whole or in part of another's written work, or another's idea, and passing it off as one's own without giving due credit to the originator (To constitute plagiarism, it is not necessary to exactly duplicate another's work, it being sufficient if unfair use of such work is made by lifting a substantial portion thereof.); or
5. Failing to abide by the instructions of the proctor concerning test-taking procedures; examples include but are not limited to talking, laughing, failure to take a seat assignment, other disruptive activity, or failing to adhere to starting and stopping times.

In addition to other possible disciplinary sanctions which may be imposed through regular procedures as a result of academic misconduct, the instructor has the authority to assign an "F" grade or a zero for the exercise or examination, or to assign an "F" in the course.

\*Physical Therapist Assistant Honor Code: this is an additional form that students will read and sign during orientation, agreeing to adhere to its standards.

### **PROMOTION, RETENTION, AND READMISSION**

**Promotion:** Consistent with the standards of good academic practice and in compliance with Tennessee Board of Regents policy, Southwest Tennessee Community College reviews the academic standing and progress of students at the close of each semester. In order to be eligible for continued enrollment in good standing and to progress toward degree completion and to graduate, a student must maintain at least a "C" grade in each course.

**Retention Policy:** Students must maintain a minimum grade of C in all PTA courses. Failure to do so will result in dismissal from the program. (Southwest College Catalog, Physical Therapist Assistant section.)

**PTA Program Readmission Policy:** A student who has incurred academic dismissal from the physical therapist assistant program may apply for readmission the following year, in accordance with the following program policies and procedures:

1. Submit an essay demonstrating that the conditions that led to the academic dismissal no longer exist and that (s)he is prepared to succeed and capable of making satisfactory progress in the program.
2. Comply with the procedures for regular admission described in the Southwest College Catalog. The same selection criteria for evaluating and ranking re-applicants will be used as for new applicants, with no special favor. (The exception is for an approved medical leave of absence; see next page.)

Any student receiving a second academic dismissal may not be considered for readmission into the program for two full academic years, exclusive of summer terms.

The Core Faculty Committee will review the student's transcript to identify substantially revised courses to be retaken, even if the student made a grade of C or better in the same course previously. (A grade of D or F in a previous class automatically means that the course must be repeated.)

**SUBJECT: LEAVE OF ABSENCE**

**RELATED COLLEGE, DIVISION, OR PROGRAM POLICY:** Attendance Policy (including Withdrawals). See Student Planner, PTA Orientation Handbook, and all PTA course syllabi.

**PROGRAM POLICY** (as stated in all course outlines): Students are responsible for withdrawing from classes they stop attending. The last day to withdraw during a current semester for all PTA program courses is stated in the course outlines.

Taking an extended **LEAVE OF ABSENCE** for non-academic reasons, in which a student leaves the program for a while and plans to return in the future, is addressed.

**PROGRAM PROCEDURE:** A student who anticipates taking a leave should discuss it with the PTA Program Coordinator as far in advance of the leave as possible. The PTA Program Coordinator will determine if it will be possible to make up the missed time and remain in the program, or it will be advisable for the student to withdraw from the program. The PTA Program Coordinator will make the decision whether to grant a leave of absence. If an official leave of absence is granted, it is under the condition that the student must return and be eligible to graduate with the PTA students immediately succeeding the graduating class from which the student withdrew.

Compelling non-academic basis for granting a leave, as defined in this policy, may include such things as illness, surgery, death in the family, and jury duty. Vacations and other personal activities (weddings, anniversaries, and the like) are not generally considered appropriate reasons for granting a leave. Students are encouraged to plan their activities around the breaks designated in PTA program schedule.

**PTA PROGRAM READMISSION POLICY for a Non-Academic Reason:** For a Physician-Approved Medical Leave of Absence, students desiring readmission must submit a letter signed by the physician stating that the student has been cleared medically to meet all of the mental and physical requirements of the program, including all of the technical standards. They must also make written application to the Core Faculty Committee 30 days prior to registration for that term (Southwest College Catalog, Physical Therapist Assistant section).

For a Non-Medical Leave of Absence, students desiring readmission must submit a letter signed by the physician stating that the student has been cleared medically to meet all of the mental and physical requirements of the program, including all of the technical standards. They must also make written application to the Core Faculty Committee 30 days prior to registration for that term (Southwest College Catalog, Physical Therapist Assistant section).

**Upon readmission, the Core Faculty will review the student's transcript to identify substantially revised courses to be retaken for a grade. Courses completed with a grade of C or better may need to be audited when they are re-offered due to the length of time away from the program.**

**Records must be up to date upon readmission. A criminal background, drug screen, TB test and immunizations will be repeated. The student will have to re-purchase malpractice insurance.**



## CLASS ATTENDANCE

Students are expected to attend all classes as scheduled. See “Attendance and Punctuality.” In addition, this information is included in the course syllabi. Students are responsible for reading the course syllabi.

A student who enrolls in a course and stops attending without officially withdrawing will be assigned an “F” for that course at the end of the term. Attendance is monitored by each faculty member and is reported to both the Records and Financial Aid offices. Faculty must report “no-shows” (students who never attend class) and the last date of attendance for any student who has been determined to have stopped attending class (Southwest College Catalog).

## GRADUATION

### Procedure (College Catalog)

To be eligible for participation in the graduation ceremony, each student must meet the following requirements:

1. Have filed an Application for Graduation with the Admissions and Records Office.
2. Have completed all courses needed for the academic program or be currently enrolled in the final courses needed to complete the academic program (exceptions: RADT and PTA).
3. Have a minimum 2.0 cumulative higher education GPA.
4. Have completed the Graduate Exit Exam.
5. Have completed the College’s graduate survey.
6. Have submitted written authorization from department chair permitting participation in the ceremony if a final Allied Health or Nursing course is failed.

Participation in the ceremony does not guarantee the awarding of the degree or diploma. If the student should fail one of the last courses needed to meet the requirements, the degree will not be posted nor will a diploma be issued.

### Applying for Graduation (College Catalog)

A student planning to graduate should follow these steps:

1. Submit the Intent to Graduate Application.  
For the degree to be posted at the end of  
Summer                      \*Apply by February 15  
Fall                            \*Apply by June 15  
Spring                        \*Apply by October 15  
\*Dates are approximate and can be confirmed in the updated College Catalog.
2. Meet with his/her academic advisor.
3. Complete Application for Graduation online.
4. Check for 2.0 or higher education GPA.
5. Schedule missing course requirements to be completed during the perceived final semester.
6. Schedule and complete any required graduate exit tests.
7. Complete the graduate survey in the Career Services Center if receiving an A.A.S. degree or certificate.
8. Pay \$25 graduation application fee (non-refundable).

**Withholding of Degree or Certificate (College Catalog)**

For graduation, a student's financial and academic records must be cleared of all encumbrances. This includes payment of outstanding debts to the College, earning the appropriate number of credit hours, completing specific courses required for the degree/certificate and maintaining at least a cumulative 2.0 college level GPA. If for any justifiable reason, students who have filed Applications for Graduation are found to be missing any of these requirements, the diploma will not be issued nor will the degree be posted to the student's transcript.

**Graduation with Academic Honors**

"Graduation with academic honors is reserved for students who have completed associate degree requirements. Students who have attained a 3.25 GPA wear gold tassels during the graduation ceremony. Students who have been inducted into an honor society may choose to wear special stoles engraved with the society's Greek symbols." (College Catalog)

Three levels of distinction are recognized:

Cum Laude:	GPA of	3.25 – 3.49
Magna Cum Laude:	GPA of	3.50 – 3.79
Summa Cum Laude:	GPA of	3.80 – 4.00

**ACADEMIC APPEALS**

**Grade Appeals** RELATED COLLEGE, DIVISION, OR PROGRAM POLICY: Grade Appeals (see College Catalog, Student Planner, and Academic Appeals STCC Policy No. 2:03:01:01/11)

Any student may initiate an appeal of any course grade or related academic action or decision that affects the student's academic standing at the College. A student must submit the initial written appeal in accordance with the procedures and guidelines within six (6) months after the conclusion of the semester in which the grade was earned. The procedure for appealing an academic action, decision, or course grade includes the following steps:

1. The student must make an appointment and meet with the instructor to discuss the action, bringing any supportive documentation such as course outline, originals or copies of papers, lab reports, themes, and examination grades. Submit the Grade Appeal Form to the instructor.
2. If the student still believes that further appeal is warranted, the student may contact the chair of the department involved.
3. If the response from step two is not satisfactory, the student may forward the record of written appeal to the division dean.
4. Should further resolution be requested beyond the dean's involvement and response, the student must notify the division dean who will forward the request to the Grade Appeals Committee of the Faculty Senate via the Faculty Senate President. The recommendations by the Faculty Senate and the Grade Appeals Committee will be given to the Provost/Executive Vice President. After consideration of the student's request and the faculty member's response, the recommendations of the division dean and the Grade Appeals Committee, the provost will make the final determination and notify the student.



## LIBRARY AND LEARNING FACILITIES

Five InfoNet Libraries are available for students, faculty and staff use.

Bert Bornblum Library (Macon Cove)  
Phone: 901-333-4706

Gill Center Library  
Phone: 901-333-5979

Maxine A. Smith Center Library  
Phone: 901-333-6037

Parrish Library (Union Avenue)  
Phone: 901-333-5135

Whitehaven Center Library  
Phone: 901-333-6442

The InfoNet Library provides the following services:

- Print collections in excess of 80,000 items based on curriculum needs
- Electronic resources, consisting of databases and online books which are accessible remotely
- Subscriptions to 545 periodical and journal titles; online access is available for selected titles.
- Ask the Librarian  
([http://www.southwest.tn.edu/library/ask\\_librarian.htm](http://www.southwest.tn.edu/library/ask_librarian.htm)) allows you to ask questions via email.
- Media resources including videocassettes, DVDs, and sound recordings
- Online catalog (CyberCAT) with capabilities of renewing and requesting materials 24 hours a day
- Computer access, copier and TV/VCR/DVD combos for viewing instructional materials
- Library instruction sessions are provided upon request to orient users on library services, and staff provides individualized and point-of-use instruction daily.
- Online Orientation is provided for distance learners. Interlibrary loan services are available to secure items not owned by the InfoNet Library.
- Borrowing agreements are maintained with other local colleges and universities.

See College Catalog and look under "Library" for additional details.

PTA Department Resources: The PTA program has a small collection of journals and books which can be checked out by students. Hospital libraries are available to affiliating students.

## SECTION III – STUDENT AFFAIRS

### DISCIPLINE AND STUDENT DUE PROCESS

Under “Student Disciplinary Rules,” Southwest Policy No. 3:02:00:01/8: “...Disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to persons or property within the College community.” It follows: “Generally, through appropriate due process procedures, College disciplinary measure shall be imposed for conduct which adversely affects the College’s pursuit of its educational objectives which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on College or College controlled property.”

There are eight defined sanctions that may be imposed on Southwest students for misconduct, including: Restitution, Warning, Reprimand, Restriction, Probation, Suspension, Expulsion, Interim or Summary Suspension

#### **Classroom Misconduct** (Policy No. 3:02:00:01.7)

“The instructor has the primary responsibility for control over classroom behavior and the maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the College. Extended or permanent exclusion can be affected only through appropriate procedures of the College.” Again, appropriate due process procedures are observed.

#### **Disciplinary Procedures** (Policy No. 3:02:00:01/8)

“The administration of discipline is a function of the Director of Student Development and/or the appropriate adjudicating body... After notifying the student as to what College regulation(s) may have been allegedly violated, the Director of Student Development may solicit from the student an admission or denial of violation... When a student admits to a violation, the Director shall discuss those disciplinary sanctions which might apply (restitution, warning, expulsion, etc... If a student pleads non-violation to an offense, he or she may choose to have the Director of Student Development adjudicate the case or request a formal hearing before the Student Disciplinary Committee.” Procedures for the Student Disciplinary Committee are further discussed under the policy.

Appeals Procedures: “In the interest of due process, only the recipient of disciplinary action has the right of an appeal. It is the responsibility of the body of the original jurisdiction to inform the disciplined student of the right to appeal and to whom the appeal should be presented... General dissatisfaction with the outcome of the decision shall not be accorded as a basis for granting an appeal... The President of the College retains final authority on all campus matters, including disciplinary decisions. Therefore any disciplinary action is subject to final review by the President of the College.”

The Tennessee Uniform Administrative Procedures Act is discussed as an alternative to these procedures in some examples of student conduct which warrant serious disciplinary sanctions.

Alleged sexual assault is the final category under the policy and due process is discussed.

(Appeal procedures to assure due process by law will adhere to those established in the College's policy on Due Process.)

### **MEDICAL RECORD/PHYSICAL EXAMINATION**

Each student accepted into the PTA program must submit a medical record/physical examination form showing him/her to be free of any communicable diseases and showing that the student has suitable emotional and physical fitness for performing the duties of a PTA. Each student is required to submit proof of the following immunizations or proof of immunity (titer): MMR, Polio, DTP, Varicella, Hepatitis B, Tetanus (updated every 10 years), and flu (seasonal). Each student is required to submit to a drug screen. As noted earlier, students must hold current CPR certification prior to beginning their first clinical affiliations. In addition, students must receive training in occupational exposure to blood borne pathogens prior to clinical education. This training is provided by the PTA program.

COVID-19 vaccine and testing will be required prior to clinical education courses as defined by the assigned facility's individual policy. Additional drug screens may also be required prior clinical education courses as defined by the assigned facility's individual policy.

### **CRIMINAL BACKGROUND CHECKS AND DRUG SCREENS**

Criminal background checks and drug screens are required at the student's expense. Prior to clinical affiliations, all students must be screened by Truescreen - Ph: 888-276-8518 or [itsupport@truescreen.com](mailto:itsupport@truescreen.com). Based on the results, an affiliated clinical site may determine to not allow the student's presence at a facility. (Note: criminal background checks and drug screens must be done annually. If for any reason a student remains in the PTA program and the background check and drug screen is greater than one year old, another one must be obtained from Truescreen.)

At or near the end of the program, all applicants for initial licensure in Tennessee must obtain a separate, additional criminal background check in which their fingerprints are scanned by Cogent Systems. Negative findings on a criminal background check may preclude licensure, certification, and/or employment.

### **HEALTH AND ACCIDENT INSURANCE**

Special sickness and accident insurance policies for students are available. Policies are issued by a private agency authorized and approved by the Tennessee Board of Regents. Insurance transactions are made between the student and the insurance company. Details of this coverage may be obtained by contacting the Student Leadership and Engagement Office on Macon (Ext. 4178) or on Union (Ext. 5380). Students are strongly encouraged to have health and accident insurance while enrolled in the PTA program.

### **ILLNESS AND INJURY**

A student who becomes ill or injured in a clinical setting will follow any existing policies and procedures of that clinical site. In the absence of any such policy, the ill or injured student may be seen by a physician in the facility's health service or emergency room, or, if able, go to his/her own physician. The student is responsible for all costs involved in his/her treatment.

A student who becomes ill or is injured during class should, if possible and practical, go to his/her own physician for treatment. If emergency treatment is required, faculty will call 9-1-1 for assistance in transporting the student to a hospital emergency room. They will then notify Security at Extension 5555. The student is responsible for all costs involved in his/her treatment.

## **CONFIDENTIALITY OF STUDENT RECORDS**

Adapted from Confidentiality of Student Records (Southwest College Catalog):

“It is College policy to comply with the Family Educational Rights and Privacy Act (FERPA), also known as the “Buckley Amendment,” and all provisions and amendments thereto. And in so doing, the College will protect the confidentiality of students’ and former students’ records.”

“FERPA covers all records that are directly related to a student and maintained by the College. ‘Student’ includes current and former students but does not include applicants for admissions who have never attended the College. FERPA does not cover

1. personal records of college personnel which are in the sole possession of the maker thereof and which are not revealed to any other individual with the exception of a temporary substitute;
2. records of the Police Services which are maintained apart from other student records, are used solely for the purpose of law enforcement and are not disclosed to anyone other than law enforcement officials of the same jurisdiction, and when other educational records are not disclosed to Police Services;
3. employment records made and maintained in the normal course of business, related exclusively to an individual, in that individual’s capacity as an employee which are not available for use for any other purpose;
4. records related to medical or psychiatric treatment of a student age 18 or older if only used in connection with treatment and disclosed only to persons providing treatment; and
5. records that only contain information about an individual after he or she is no longer a student at the College.

(NOTE: For more complete information, refer to the section of the College Catalog referenced above.)

## **COUNSELING AND SOCIAL SERVICES**

Southwest is committed to the development of the whole person, with specific focus on the intellectual, social, emotional, psychological, and spiritual dimensions. Southwest endeavors to provide an intentional atmosphere of caring while offering a myriad of opportunities and resources for students to experience wholeness within the context of a community of learners.

Southwest Counseling Services is currently staffed by a full-time, on-campus Mental Health Counselor with access to contract counseling services provided by a licensed clinical social worker and a fully-staffed higher education Psychological Services Center. Additional staffing will include practicum students (psychology, counseling, and/or social work) supervised by our full-time Mental Health Counselor to assist students with their counseling needs.

Social Services links students to community resources, while providing advocacy to improve student functioning socially and academically.

In addition to on-campus services, limited off-campus counseling services are available through community service providers by referral of: the mental health counselor, director of Student Development, the executive director of Retention & Student Success, and the vice president for Student Affairs. For more information contact Kimberly Weddington, Mental Health Counselor at 901-333-5121 or [kweddington@southwest.tn.edu](mailto:kweddington@southwest.tn.edu) or Sharael Royal, Social Services Coordinator at 901-333-5272 and [smroyal@southwest.tn.edu](mailto:smroyal@southwest.tn.edu) . You may also contact the Director of Student Development, Phoenix Worthy at 901-333-4179 and [pworthy@southwest.tn.edu](mailto:pworthy@southwest.tn.edu) or the Executive Director of Retention and Student Success, Cory Major at 901-333-5006 and [cmajor@southwest.tn.edu](mailto:cmajor@southwest.tn.edu) .

PTA students are encouraged to use the counseling services provided at Southwest, as well as to maintain close contact with the PTA faculty who act as advisors to their training and credentials. Many academic problems can be resolved at the departmental level; however, while faculty may often lend a sympathetic ear, they are not qualified to provide in-depth personal counseling. Faculty are available to talk with you about any problems which may impact your academic and/or clinical performance as a PTA student.

### **TESTING SERVICES**

The Testing Center “provides equitable services that promote academic success, personal growth and career development. All tests are administered on predetermined test dates and are scheduled by appointment.” To contact the Testing Center at the Union Campus, please phone (901) 333-4170.

### **OTHER SUPPORT SERVICES** (explanations in Southwest Catalog)

Academic Support Center on Union:	<a href="http://www.southwest.tn.edu/asc">www.southwest.tn.edu/asc</a>	Ph: 333-5054
Career Services on Union:	<a href="http://www.southwest.tn.edu/career-services">www.southwest.tn.edu/career-services</a>	Ph: 333-5379
Child Care on Union:	<a href="http://www.southwest.tn.edu/childcare">www.southwest.tn.edu/childcare</a>	Ph: 333-5233
Student Disability Services on Union:	<a href="http://www.southwest.tn.edu/sds">www.southwest.tn.edu/sds</a>	Ph: 333-5116
Testing on Union:	<a href="http://www.southwest.tn.edu/testing">www.southwest.tn.edu/testing</a>	Ph: 333-5127
Veterans Affairs:	<a href="http://www.southwest.tn.edu/veterans">www.southwest.tn.edu/veterans</a>	Ph: 333-4174

### **TRAFFIC AND PARKING REGULATIONS** (Policy No. 3:02:02:00/11)

“Students... eligible to operate vehicles on campus or designated center sites of Southwest Tennessee Community College must register their vehicles at the Campus Police Office... Student parking permits will be issued to students each year for a campus access fee of \$10.00 per term... Students... having a bona fide disability (permanent or temporary) must register their vehicle with the Campus Police Office.

“Students may park in any appropriately designated Southwest parking area. Specific areas have been reserved for students... with disabilities who have Handicapped or Disabled permits. These individuals may utilize these areas, as well as any other non-reserved areas on campus.

“Student appeals may be made by submitting an appeal form to the Office of Student Development. The form can be obtained from the Campus Police Office and must be submitted within seventy-two (72) hours after the issuance of the citation.

“The failure to pay a college-issued citation will be entered on the student’s record. The student will be denied registration for further courses at Southwest Tennessee Community College and will be denied a transcript covering courses already completed until such time as all parking fines are paid.”

### **IDENTIFICATION CARDS (See Student Planner)**

Southwest Identification (ID) cards are available in the Student Activities Office. In order to obtain a card, you must present your paid class receipt, a financial aid award letter, a hold agreement, a deferred payment agreement, or a financial aid check stub with your name on it. You are required to wear your ID on campus at all times. In addition, the ID allows library usage, entrance to campus events, and discounts at some local restaurants and businesses. If your card is lost, stolen, or damaged it may be replaced for \$5, payable at the Cashier’s Office.

### **ACCESS TO PROGRAM FACILITIES**

Students enrolled in the program may utilize the physical therapist assistant classroom, laboratory, equipment, learning materials, and departmental library materials for study purposes by arrangement with program faculty. Such arrangement with regard to equipment authorizes students to use only equipment which has been covered in class and with a PTA instructor available either in the classroom or in the nearby faculty offices.

In order to gain access to program facilities or learning materials, the student should inform a faculty member of his/her intentions and request permission. Facilities and materials are usually available during the day between 8:00 a.m. and 4:30 p.m. whenever classes are not in session. Students who use the classroom and/or laboratory are expected to keep them neat and orderly, and to turn off overhead lights, close and lock doors when leaving. Learning materials are to be returned to the instructor or left in locked rooms. They may not be removed from the department without faculty permission.

### **SOCIAL NETWORKING GUIDELINES**

The PTA Faculty recommend that PTA students exercise caution in using social networking sites such as Facebook, Twitter, Instagram, SnapChat, LinkedIn, etc. Items that represent unprofessional behavior posted by PTA students on such networking sites are not in the best interest of the College or the PTA Program and may result in disciplinary action up to and including termination. All students in the Southwest Physical Therapist Assistant Program are responsible for adhering to all program policies. Students must avoid identifying their connection to the College and Program if their online activities are inconsistent with these values or could negatively impact the College’s reputation. If using social networking sites, students should use a personal email address as their primary means of identification. Their College email address should never be used for personal views. Students who use these websites must be aware of the critical importance of privatizing their websites so that only trustworthy “friends” have access to the websites/applications. In posting information on personal social networking sites, students may not present themselves as an official representative or spokesperson for the College or the PTA program. Patient privacy must be maintained and confidential or proprietary information about the

College or PTA clinical affiliation sites must not be shared online. Patient information is protected under the Health Insurance Portability and Accountability Act (HIPAA). Students have an ethical and legal obligation to safeguard protected health information and posting or emailing patient photographs is a violation of the HIPAA statute.

Students will limit their use of social media if it begins to interfere with their commitments. Students will NOT access social media while they are in class or clinic unless part of an approved in-class assignments. Students will be held responsible if they are discovered doing something illegal on social networking sites. Students need to be aware that Southwest staff may monitor social networking sites on occasion and egregious unprofessional postings could lead to disciplinary actions. Students need to look out for their fellow students - if their posts alarm you, tell someone (faculty, dean, class president, police). Students will not use a college logo or Southwest seal without permission.

## **SECTION IV – OTHER IMPORTANT POLICIES**

### **CLOSING DUE TO WEATHER**

#### **FROM THE STUDENT PLANNER:**

“In the event that Southwest must close or alter its operating schedule because of severe weather or other emergencies, an announcement will be broadcast on local television and radio stations. It will also be placed on the electronic marquees, public Web site and telephone on-hold message. If the College does not close during inclement weather, you should use your own discretion and judgment in deciding whether to attend class. It is the student’s responsibility to keep up with reading and other assignments when a scheduled class does not meet, whatever the reason.

“Southwest Tennessee College, in partnership with Rave Wireless, offers an emergency e-mail and text-messaging service to students, faculty and staff called the Southwest Emergency Messaging System. These options will only be used in the event of an on-campus emergency, an unscheduled College closing, or a delay of or cancellation of classes due to, for example, severe inclement weather. Students, faculty, and staff can sign up for the service voluntarily. Southwest encourages students to sign up for this service because of the speed with which e-mail and text messaging will enable them to receive emergency information from College authorities. There is no charge for signing up; however, standard text messaging rates apply. For more information visit [www.southwest.tn.edu/ems](http://www.southwest.tn.edu/ems).”

**PROGRAM PROCEDURE:** In the event that the College closes any or all of its facilities because of inclement weather, the PTA students will be expected to make up any lost class time. That will entail revising the class schedule, as needed.

### **SMOKING**

Southwest is a smoke-free College on all of its campuses.

Faculty and others with authority in the Division have responsibility for informing students of this general policy, which will be enforced at all times.

### **CLASSROOM BREAKS**

See PTA Orientation Handbook, course outlines, and class schedules.



## **THE USE OF LAPTOP COMPUTERS, TABLETS, OR SMART PHONES IN THE CLASSROOM AND LAB:**

is encouraged (with two exceptions) for learning purposes only. As noted on page 15, cell phones must be silenced and out of view during examinations. Second, privacy must be respected. No photographing or filming faculty or other students in the classroom or lab is allowed without expressed permission of faculty. In addition, any students that may be involved must also give permission. That permission may need to be in writing, as determined by the faculty member(s) present.

### **ANTI-HARASSMENT** (Excerpts from Policy No. 5:00:00:00/15 and Student Planner)

“Southwest condemns any acts in its academic or work environments that create the potential for illegal harassment, both in terms of individual faculty member, staff or student morale and in violation of applicable federal, state, and local laws. Southwest will not tolerate harassment of any faculty member, staff or student because of sex, sexual orientation, gender, race, color, religion, national origin, age or disability.

“It is impossible to provide a precise definition of “harassment” in the legal sense. Whether or not inappropriate behavior constitutes illegal harassment depends upon many factors. Thus, the descriptions below are intended to provide a general outline of the types of behavior that are inappropriate in the workplace. This policy prohibits all inappropriate language and conduct – regardless of whether that behavior would legally constitute “harassment”.

### **Sexual Harassment**

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment when

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or of the individual’s status in a program, course or activity.

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual.

Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating a working environment that is intimidating, hostile, or offensive to the individual.

“Sexually inappropriate behavior can take many other forms including, but not limited to repeated propositions or requests for dates, leering or ogling, innuendos, flirting, or unwanted physical contact.



## **Other Harassment**

“Examples of behavior which is not sexually provocative but is inappropriate, and depending upon the circumstances unlawful harassment, include the following:

Gender-based comments or other demeaning conduct directed at a faculty member, staff or student because of his or her gender.

Jokes or insults relating to religious beliefs, nationality, age, or disability.

Racial epithets or derogatory comments based on race, color or national origin.

## **Prohibited Conduct**

“All faculty members, staff or students must avoid any action or conduct that might be viewed as harassing behavior. Approval of participation in, or acquiescence in such conduct will be considered a violation of this policy.

## **Consensual Amorous Relationship Policy**

“Employees should be sensitive to the fact that they have a professional responsibility for students in such matters as counseling, evaluating, supervising, advising, and providing services to students as a part of the school program.

“Consensual relations are defined as amorous, romantic, or sexual relationships into which both parties have voluntarily entered. They become of concern to the College when one person in a relationship is in a position of authority over another... Consensual relationships of these types are prohibited... Most critically, they contain inherent potential for abuse of power and authority.

## **Complaints**

“All complaints will be promptly investigated in accordance with the procedures outlined in Tennessee Board of Regents Guideline P-080 in as confidential a manner as possible while still conducting a thorough investigation.

## **Retaliation Prohibited**

“Additionally, retaliation against anyone reporting or thought to have reported sexual harassment behaviors or who is a witness or otherwise is involved in a sexual harassment proceeding is prohibited... Examples of retaliation include, but are not limited to: unfair grading, evaluation, or assignments; unfair changes to conditions of employment; information being withheld or made difficult to obtain; ridicule (public or private); oral or written threats or bribes. Complaints of retaliation must be reported to Human Resources.

“Definition: Sexual harassment is illegal discrimination that creates an unpleasant, hostile, disrespectful, unfair work environment. All claims of harassment will be taken seriously in order to maintain a

workplace that complies with the law and is free of offensive behavior of a sexual nature. Sexual Harassment is prohibited under Title VII of the Civil Rights Act of 1964 for employees and Title IX of the Educational Amendments of 1972 for students.

“Sexual harassment is behavior based on gender, sexuality, sexual identity of persons that prevents or impairs their full realization of educational or occupational opportunities or benefits.

**PROCESS FOR DISCRIMINATION AND HARASSMENT** (further information in Student Planner):

“Anyone who believes he or she has been the subject of, has been notified about, or has observed, sexual harassment as defined by this policy, should report the alleged conduct immediately to Human Resources.

“Complaints of discrimination against a College employee (including faculty and staff) or student are handled by the College’s EEO/Affirmative Action Office.

“This procedure does not cover academic matters including grades, requirements for acceptance and/or retention in any academic major or program (professional, pre-professional or otherwise). To appeal the assignment of a course grade the student believes to be based on discrimination, the student should file a Grade Appeal form which is available through offices of deans and department heads. The College encourages the resolution of all grievances at the lowest level in the most equitable way possible.”

**DRUG-FREE CAMPUS** (Excerpted from Policy No. 5:00:00:00/10)

“It is the policy of Southwest Tennessee Community College that the unlawful manufacture, distribution, possession, use or abuse of alcohol and illicit drugs on the Southwest Tennessee Community College campus, any off-campus site, and at any college functions at off-campus locations is strictly prohibited. All employees and students are subject to applicable federal, state, and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary actions as set forth in Southwest Tennessee Community College Student Disciplinary Rules, Employment Policies and Procedures.

**Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol**

“Many health risks associated with the use of illicit drugs and the abuse of alcohol including organic damage; impairment of brain activity; digestion, and blood circulation; impairment of physiological processes and mental functioning; and physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS and other infections. If used excessively, the use of alcohol or drugs singularly or in certain combinations may cause death.

**Available Drug and Alcohol Counseling, Treatment, Rehabilitation Programs, and Employee Assistance Programs**

“Southwest Tennessee Community College’s Counseling Office has on staff qualified counselors who are available to students and employees to discuss any drug and/or alcohol related problems. Information concerning specific programs and activities may be obtained by referring to the Alcohol and Drug Abuse Prevention program in the Counseling Office. Referrals may be made to the agencies listed...” at the end of the policy.”

**Drug-Free Environment** (additional statement from the **Student Planner**)

“The College is committed to providing students and employees with drug and alcohol education, and counseling and referral for treatment rehabilitation. The College requires all students to comply with Tennessee Board of Regents policy and with state and local laws relating to alcoholic beverages and drugs. The possession, distribution, and use of alcoholic beverages and drugs by students and employees on College-owned or controlled premises is prohibited. Students, faculty, and staff are subject to arrest and prosecution by civil authorities for violations on campus.”

### **PTA Program Policies:**

On their medical statements, students are required to complete and sign a “Student Verification and Release of Information,” which states: “I, \_\_\_\_\_ verify that I have the physical and emotional capabilities to perform the duties of a physical therapist assistant; that, insofar as I know, I am free of communicable diseases; and that I am free from drug and/or alcohol addiction.” It is also noted in the medical statement: “If a student’s behavior becomes unacceptable and/or unsafe to perform the duties of a physical therapist assistant, that student will be required to have an additional drug and alcohol screen (separate from the drug screen required prior to the first clinical internship) at his or her expense.”

From the PTA Program’s clinical affiliation agreements with participating facilities:

“Discipline – While enrolled in clinical experience at the Facility, students will be subject to applicable policies of the Institution and the Affiliate. Each party will be responsible for monitoring adherence to all applicable policy, including that of the other. Enforcement of a given policy is the responsibility of the party that has adopted the policy.”

## **IN CASE OF EMERGENCY**

### **CPR CERTIFICATION**

All students must show current proof that they have successfully completed training to perform CPR by the end of the first semester; All students must complete training through the American Heart Association for BLS (CPR & AED) Program. CPR certification must then remain current through the end of the PTA program. (That includes if a student’s courses in the program are extended beyond the normal end date.)

### **FIRE**

The closest fire extinguisher is located on the hallway between the PTA lecture room (AH 121) and the lab (AH 125). The next closest fire extinguisher to the PTA classrooms is located down the hall toward the main corridor next to room AH 119.

Remember the acronym	<b>R</b>	(rescue)
	<b>A</b>	(alert)
	<b>C</b>	(continue)
	<b>E</b>	(extinguish)

To use a fire extinguisher, learn how to **PASS (Pull, Aim, Squeeze and Sweep)**.

**PULL** the pin. Some units require the release of a lock hatch, pressing a puncture lever, or other motion.

**AIM** the extinguisher nozzle (hose) at the base of the fire.

**SQUEEZE** the trigger.

**SWEEP** from side to side at the base of the fire until it goes out. Shut off the extinguisher. Watch to see if the fire starts again (reflashes) and be ready to reactivate the extinguisher if necessary.

Excerpted from “**Fire Safety Procedures**” on the <http://www.tn.edu/police/firesafety.htm> website:

If you are trapped by fire –

- Stay calm: fire fighters are on their way.
- Move as far from the fire as you can, closing doors between.
- Hang or wave an object from a window or outside the door to attract the attention of rescuers.
- If smoke comes under the door or around vents, stuff openings with towels, drapes, or anything handy and soak with water if possible.
- If possible, crack open the window at top to let heat/smoke out and at bottom to let fresh air in. Stay close to the floor – crawl if necessary.

### **FIRE, MEDICAL, OR OTHER DISASTER EMERGENCY AID: DIAL 911**

(do not dial a 9 first, as in 9-11)

**911** is the emergency phone number for Shelby County. Notify Campus Police Department as soon as possible.

### **SAFETY AND SECURITY: DIAL 5555 OR PICK UP A RED PHONE AND HOLD**

From the Student Planner and PTA Program Policy: “Southwest is committed to ensuring the safety of students, faculty, staff and visitors through effective policies, procedures, educational programming and community involvement.

The College maintains a 24-hour dispatch operation staffed by Police Services personnel. Officers on duty at night, after class hours, and on weekends are equipped with a radio/telephone which can be reached by calling... (901) 333-5555 on the Union Avenue Campus. Surveillance cameras are located strategically across each campus. These cameras transmit 24 hours a day, seven days a week, to monitors and videotape devices located in the Police Services Office. Video-assisted escort service is available by calling... (901) 333-5555 on the Union Avenue Campus. This service offers an extra layer of security by providing a video overview of the parking lots and corridors throughout our campuses. Southwest is one of a select few institutions that provides this innovative service.”

For security reasons, notify Campus Police Department immediately. Phone (901) 333-5555 or just 5555 if on campus.

**“Red Emergency Phones:** Emergency red phones are located in all buildings and **automatically ring** Police Services **when the receiver is picked up**. These phones are attached to the wall with emergency phone signs near them.”

**The closest red phone to the PTA classrooms is down our hallway at the junction with the main corridor.** If you pick up a red phone, campus police will be contacted directly without dialing a number.

**“Blue Light Emergency Phones:** Emergency blue light phones are strategically located throughout the parking areas of the Macon Cove and Union Avenue Campuses. These phones are wired directly to the communications centers and will be video monitored 24/7. The basic operation of the phone is not

complicated and they are extremely user friendly. To use the phones, depress the “talk” button on the blue phone box to connect directly to the Southwest police services/ public safety dispatcher. Speak clearly and give the following information: your name, your location and the nature of your emergency.” Stay on the line with the dispatcher until the police services/public safety officer arrives, and be ready to give the dispatcher any further required information. Phone maps are viewed at <http://www.southwest.tn.edu/police/emergencyPhones.htm>.

All members of the College community are encouraged to report any unsafe or dangerous situation. Southwest is always looking to ensure that the College is a safe, secure, and healthy environment in which to study and work.

In compliance with the provisions of the Student Right-to-Know and Campus Security Act of 1990, the full policy for crime awareness and campus safety and campus crime statistics are available in the Police/Public Safety Office and at [www.southwest.tn.edu/student/police](http://www.southwest.tn.edu/student/police).

## **EVACUATION**

Evacuation routes from the PTA lecture room and from the lab are noted on the maps that you see posted in both locations. Note that the closest evacuation is to your left when you enter the hall from the lecture room or lab. Go through both sets of double doors to exit the building. Evacuate persons nearest to danger area first. The assembly area is in the parking lot outside the Allied Health Building.

## **INFECTIOUS DISEASE POLICY**

See the full [TBR Infectious Disease Policy \(7.03.00.00\)](https://policies.tbr.edu/policies/infectious-disease) at: <https://policies.tbr.edu/policies/infectious-disease>

## **RATIONALE**

Reduce risk of exposure to infectious diseases for employees and students

## **POLICY**

Students and employees who are infected with or suspected of having Covid-19, measles, rubella, mumps, chickenpox, pediculosis, scabies, tuberculosis (TB) and other Centers for Disease Control and Prevention-identified diseases will be denied physical access to Southwest Tennessee Community College campuses and centers until released by a physician or the local public health department. Southwest Tennessee Community College will follow and adhere to local laws, restrictions and mandates to promote good health and limit the spread of illness and disease. Southwest will also follow Center for Diseases Control guidelines and recommendations.

For example, if Shelby County Government passes an ordinance that requires all individuals to wear a mask while in public, Southwest policies and procedures will comply with this mandate.

## **COLLEGE SUICIDE PREVENTION PLAN**

Southwest Tennessee Community College is committed to the mental health wellness of our students, faculty and staff. As such, and in compliance with the requirements of T.C.A. § 49-7-172, Southwest has developed a suicide prevention plan that engages in a variety of initiatives to improve and provide crisis services.

Southwest Tennessee Community College Suicide Prevention Plan will be disseminated to faculty, staff, and students each academic term via email and it will be available on the counseling and social services and human resources website.

## **Prevention**

Southwest Tennessee Community College has developed a comprehensive approach to increase mental health awareness through efforts of prevention.

## **Contact**

Southwest Tennessee Community College's contact for suicide prevention work is Tennessee Suicide Prevention Network, Audrey Elion Regional Chair for Memphis/Shelby County, [aelion1@yahoo.com](mailto:aelion1@yahoo.com)

### **Prevention Components & Resources**

Key components of Southwest Tennessee Community College's suicide prevention work include:

- A suicide or mental health wellness syllabus statement included on Faculty Syllabi for all courses.
- *Southwest Tennessee Community College is committed to and cares about all students. Support services are available for any person at Southwest who is experiencing feelings of; being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help contact the Suicide and Crisis Hotline formerly known as the National Suicide Lifeline Number at 988 or 1-800-273-TALK (8255) or Text "HOME" to 741741 from anywhere in the United States. LGBTQ youth who are in crisis can contact The Trevor Lifeline at 866-488-7386 or text a message to 678-678 or chat at <https://www.thetrevorproject.org/get-help/>. Veterans can use the new option for contacting the Crisis Hotline by dialing 988 and pressing 1 to contact the Veterans Crisis Line. Veterans may still reach the Veterans Crisis Line with the previous phone number by dialing, by texting (838255), and through chat at [www.VeteransCrisisLine.net/Chat](http://www.VeteransCrisisLine.net/Chat).* Promotion of the National Suicide Prevention Lifeline, Crisis Text Line, and campus/community resources are made available through:
  - Southwest's counseling and social services website <http://tn.edu/counseling/>
  - Additional methods, such as flyers and posters throughout campuses
- Utilizing community resources and agencies to provide prevention services for Southwest's community members. Southwest Tennessee Community College has established relationships with the following local Mental Health facilities for the purpose of providing prevention education, training and/or prevention screenings.
  - Southwest has purchased training videos that educate faculty and staff on best practices when working with potentially suicidal persons. These videos were produced by NaBita, an organization that provides support and professional development for Behavior Evaluation Threat Assessment (BETA) team members and is committed to providing education, resources, and support to those who work to make campuses safer through caring prevention and intervention available on PAWS, and can be accessed at any time by faculty and staff.
  - Tennessee Suicide Prevention Network provides prevention education and training
  - Alliance Healthcare Mobile Crisis provides emergency crisis services

### **Additional Information**

Information regarding such relationships at Southwest Tennessee Community College is available at the counseling office, student development offices, police services, and counseling website. The counseling office will have available a comprehensive list of partners and services available to members of the Southwest Tennessee Community College community which may include crisis referral services, prevention screenings, training programs, etc. Any campus member interested in accessing the services/agencies and training noted above, or for more information about Southwest Tennessee Community College's suicide prevention efforts should contact one of the mental health counselors Kimberly Weddington (901) 333-5121 and Sharael Royal (901) 333-5272 or Chateeka Farris, Director of Student Advocacy and Support, (901) 333-4589.

### **Intervention**

There is no typical suicidal person. No age group, ethnicity, or background is immune. Fortunately, many troubled individuals display behaviors deliberately or inadvertently signal their suicidal intent. Recognizing the [warning signs](http://tspn.org/warning-signs) (<http://tspn.org/warning-signs>) and learning what to do next may help save a life.



## Contact

If someone exhibits behavioral patterns that may indicate possible risk for suicide, they should be watched closely. If they appear numerous or severe, seek professional help at once. **The Suicide and Crisis Hotline at 988** formerly known as **The National Suicide Prevention Lifeline at 1-800-273-TALK (8255)** provides access to trained telephone counselors, 24 hours a day, 7 days a week. **The Crisis Text Line may be contacted by texting HOME to 741 741 from any location in the United States.**

If a student, faculty, or staff member encounters a suicidal student, faculty, or staff member, the following individual should be contacted immediately:

Kimberly Weddington, MS- Mental Health Counselor, (901) 333-5121 for students  
Sharael Royal, LPC-MHSP, NCC, MS- Mental Health Counselor, 901-333-5272  
Human Resource, 901-333-5340 for staff and faculty

The mental health counselor will conduct an assessment to determine the risk level of the person in question. The mental health counselor will complete a thorough safety plan with the person, which includes alternative actions when the person is faced with triggering situations, emergency contacts, support system information, and a no harm contract. The mental health counselor will determine if mobile crisis needs to be contacted to provide further assessment and treatment and will provide recommendations for future services.

Should the incident occur after hours, or the above noted individual is not available, the following should be contacted immediately:

Police Services:  
Macon cove campus (901) 333-4242  
Union campus (901) 333-5555  
Maxine Smith center (901) 333-6005  
Whitehaven center (901) 333-6479  
Gill center (901) 333-5970

If the suicidal person has plans and access to a lethal means, is planning to make an attempt very soon, or is currently in the process of making an attempt, this individual is in imminent danger and should not be left alone. Get the person help immediately. Determine who can get there quickly and keep the individual safe.

Should you have this concern, you should immediately call 9-1-1.

## Intervention Resources

Southwest Tennessee Community College has established relationships with the following local Mental Health facilities for the purpose of crisis referral services.

- o Alliance Healthcare provides mobile crisis services (901) 577-9400.
- o Call the Memphis Police Department Non-Emergency Number for the Crisis Intervention Team (901-545-2677 and press "0"). Tell the dispatch this is a mental health consumer.

The safety and wellbeing of our students, faculty, and staff is of the utmost importance. In situations that require immediate action because of safety or other concerns, Southwest Tennessee Community College will take any reasonable administrative action or accommodation protocols that are appropriate. Such interim actions may include, but are not limited to: adjustments to schedules, ADA accommodations,

adjustments of course, exam, schedules, facilitation of hold harmless voluntary withdrawals, incompletes, etc.

#### Additional Information

Information regarding such relationships at Southwest Tennessee Community College is available in the counseling office, student development, and on the counseling website. The counseling office will have available a comprehensive list of partners and services available to members of the Southwest community. Any campus member interested in more information about Southwest's suicide intervention protocol should contact one of the mental health counselors in the counseling and social services department, Kimberly Weddington- (901) 333-5121, [kweddington@southwest.tn.edu](mailto:kweddington@southwest.tn.edu) or Sharael Royal- (901) 333-5272, [smroyal@southwest.tn.edu](mailto:smroyal@southwest.tn.edu).

#### Postvention

Because all student/faculty/staff deaths affect our community, whether that death is accidental, due to illness, or the result of self-inflicted injury, it is important for Southwest Tennessee Community College to respond to and recognize all deaths in a consistent manner. Campus leadership and the communications department developed a protocol that includes a campus response to a student/faculty/staff suicide to decrease the trauma experienced by the students and other campus community members left behind and to help prevent further suicides through contagion.

#### Contact

If a student, staff, or faculty member death occurs by suicide, the following person, or their designee, should be notified immediately:

Kimberly Weddington, Mental Health Counselor at (901) 333-5121 or

[kweddington@southwest.tn.edu](mailto:kweddington@southwest.tn.edu)

Sharael Royal, Mental Health Counselor at (901) 333-5272 or

[smroyal@southwest.tn.edu](mailto:smroyal@southwest.tn.edu)

Chateeka Farris, Director of Student Advocacy and Support at (901) 333-4589 or

[cfarris@southwest.tn.edu](mailto:cfarris@southwest.tn.edu)

Jennifer Townes, Assistant Vice President of Human Resources at 901-333-5367 or

[jtownes1@southwest.tn.edu](mailto:jtownes1@southwest.tn.edu)

#### Postvention Components & Resources

Southwest Tennessee Community College has established relationships with the following local Mental Health facilities for the purpose of working to decrease community trauma.

o Chris Vickers, Counseling Services

o Here4TN EAP services for faculty and staff

#### Additional Information

Information regarding such relationships at Southwest Tennessee Community College is available at the counseling and social services offices and on the counseling website. The counseling and social services office will have available a comprehensive list of partners and services available to members of Southwest Tennessee Community College. Any campus member interested in more information about Southwest's suicide prevention protocol should contact one of the mental health counselors Kimberly Weddington, (901) 333-5121, [kweddington@southwest.tn.edu](mailto:kweddington@southwest.tn.edu) or Sharael Royal, (901) 333-5272, [smroyal@southwest.tn.edu](mailto:smroyal@southwest.tn.edu).

#### Comprehensive Response Protocol



Southwest Tennessee Community College's comprehensive suicide prevention, intervention and postvention protocol is available to the campus community and campus administration. For more information, please contact one of the mental health counselors Kimberly Weddington, (901) 333-5121, [kweddington@southwest.tn.edu](mailto:kweddington@southwest.tn.edu) or Sharael Royal, (901) 333-5272, [smroyal@southwest.tn.edu](mailto:smroyal@southwest.tn.edu)