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INTRODUCTION

This Student Handbook is designed to be a quick reference guide that is both informative and helpful. It is not a contract. It does not replace the official Catalog. It is a collection of information and policies, both general and specific for the University of St. Augustine for Health Sciences’ (USAHS; the University; the University of St. Augustine) degree programs. If any conflict appears to exist between this Handbook and statements in the Catalog, the Catalog takes precedence. The University reserves the right to make changes to the Student Handbook at any time. The Student Handbook and University Catalog can be found on the USAHS website, www.usa.edu, under the Admissions tab.

The University complies with and follows policies associated with the Americans with Disabilities Act, including the right of reasonable accommodation. It also does not discriminate by reason of race, religion, age, gender, sexual orientation, or ethnic creed.

Each student should carefully read the current issues of both the Student Handbook and the Catalog. Please complete and return the Student Handbook Acknowledgement form to the Student Services Office.

UNIVERSITY OF ST. AUGUSTINE for HEALTH SCIENCES MISSION

The mission of the University of St. Augustine for Health Sciences is the development of professional health care practitioners through innovative, individualized, and quality classroom, clinical, and distance education.

EXPECTATIONS FOR STUDENTS IN PROFESSIONAL PROGRAMS

Graduate healthcare education prepares students for the professional practice of their discipline and develops the skills necessary to become a self-directed, lifelong learner within the ever changing field of healthcare. This level of education requires a higher level of participation and commitment than is typically required of students in most undergraduate degree programs. In order to successfully progress through the academic program and transition into the role of a healthcare professional, it is important that students are self-directed in their learning and assume responsibility for their educational and professional growth and development. They should take the initiative to reflect on their own strengths and weaknesses, assess their own learning needs, identify available resources (human and material), and select and implement appropriate learning strategies. Students should relate prior academic or life experiences to new learning while recognizing that there is usually more than one answer or approach to most questions or problems. Students should exhibit high levels of self-reflection, self-motivation, engagement, intellectual curiosity, professionalism, and ethical standards. Students are expected to devote sufficient time to their studies and to be committed to learning activities both in and out of the academic setting in order to be successful.
DEGREES OFFERED

Master of Occupational Therapy (MOT)
Master of Orthopaedic Assistant (MOA)
Master of Health Science in Athletic Training (MHScAT)
Doctor of Physical Therapy (DPT)
Transitional Doctor of Occupational Therapy (tOTD)
Transitional Doctor of Physical Therapy (tDPT)
Doctor of Education (EdD)
Doctor of Health Science (DHSc)

See Catalog for full descriptions.
UNIVERSITY OF ST. AUGUSTINE TEACH-OUT FOR DEGREE PROGRAMS

If the University decides to halt enrollments in a program, the University is obligated to develop a plan to teach-out the remaining students in the program. If that occurs, the students will receive timely and complete information regarding individual course plans and a timeline for degree completion.

Dr. Wanda Nitsch, President/CAO
University of St. Augustine for Health Sciences
700 Windy Point Drive
San Marcos, CA 92069
UNIVERSITY ACADEMIC CALENDAR
Summer 2016 Trimester

May 2  Internship II Begins—First Professional DPT
May 3  Appeals Committee Meets
       Faculty Retreat—Faculty Return to Campus
May 4  New (Full-time) Student Orientation and Tuition Due for All Students
       Graduation Applications and Payment Due for Summer 2016 Commencement
       Practical Exit Exams—First Professional DPT (Full Time) Term VII
May 5  Summer Trimester Classes Begin
       Session 1 Online Courses Begin
May 6  Fieldwork IIA Ends—MOT
       Spring Internship III Grades Due by 5:00 p.m. Local Time
May 16 Fieldwork IIB Begins—MOT
May 23 Session 2 Online Courses Begin
May 30 Memorial Day Holiday—No Classes; Administrative Offices Closed
May 31 First Professional Graduation Applications Due for Summer
June 3  First Professional Courses End for MOT Beginning Fieldwork IIA
       Final Practical Examinations for MOT Beginning Fieldwork IIA
June 13 Fieldwork IIA Begins—MOT
       Post Professional Graduation Applications Due for Summer
       Admission Applications Due for Spring 2017—First Professional Programs
June 24 Internship II Ends—First Professional DPT
       Mid-Course Grades Due to Progression Committee for 15-Week Courses
       Classes End for First Professional DPT Beginning Internship I
June 27-29 Final Exams for First Professional DPT Beginning Internship I
June 29  Midterm Academic Appeals Committee Meeting
June 30  Final Grades Due for First Professional DPT Beginning Internship I by 5:00 p.m. Local Time
July 4  Independence Day Holiday for Students—No Classes; Administrative Offices Closed
July 5  No Classes; Administrative Offices Open
       Internship III Begins—First Professional DPT
       Internship I Begins—First Professional DPT
August 5 Fieldwork IIB Ends—MOT
       Grades Due for All Graduating Students
August 12 Summer Trimester Classes End
       Summer Term Commencement Exercises—St. Augustine Campus
       Summer Term Commencement Exercises—San Marcos Campus
August 13 Summer Term Commencement Exercises—Austin Campus
August 15-17 Final Examinations
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               Fall Term Commencement Exercises—St. Augustine Campus
               Fall Term Commencement Exercises—Austin Campus
               Fall Term Commencement Exercises—San Marcos Campus
December 15    Admission Applications Due for Fall 2017—First Professional Programs
December 12-14 Final Examinations
December 14    Practical Exam Retakes
               End of Term—Graduate Degrees Conferred—All Campus Locations
December 15    Grades Due by 5:00 p.m. Local Time for All Students
               Internship I Ends—First Professional DPT
               Internship III Ends—First Professional DPT
December 23    Administrative Offices Closed Through January 1, 2017
December 30    Fieldwork IIA Ends—MOT

Dates subject to change.

Post Professional Students should contact the appropriate Administrative Assistant for course registration dates.
STUDENT SERVICES

Mission
The Student Services offices are responsible for providing pre-admission, admission, registration services, and financial services to prospective students, current students, and alumni. The office oversees, coordinates, and administers multifaceted activities and student-centered services that include recruitment programs, pre-admission advisement, admissions and registrar functions, and alumni services. The staff value excellent customer service, timely and accurate communication, professionalism, and teamwork.

Admissions
The Admissions Office helps students move from applicant status to acceptance into the University. The office ensures that applicants meet the required guidelines for admissions and helps the Admissions Committee in selecting the most qualified students. For questions or information, please email admissions@usa.edu or, to speak to someone, please call: 800-241-1027, ext. 1300.

Bursar’s Office
The Bursar’s Office handles all billing and refunds.
Telephone: 800-241-1027
  Susan Jones, Bursar Team Leader, Business Office, FL ext. 1240 sjones@usa.edu
  Candice Salazar, Business Office Bursar, TX ext. 3108 csalazar@usa.edu
  Kristin Hitchcock, Business Office Bursar, CA ext. 2456 khitchcock@usa.edu

Continuing Education
The Office of Continuing Education registers students for seminars and Certification examination.
Telephone: 800-241-1027 ext. 1400
  Lori Hankins, Director of Continuing Education ext. 1203 lhankins@usa.edu
  Ouida Howell, Assistant Director of Continuing Education ext. 1266 ohowell@usa.edu

Financial Aid Office
For financial aid information, see the myUSA portal Student Accounting tab. You do not need a username or password to access this tab.
Telephone: 800-241-1027
  Rhonda James, Director of Financial Aid ext. 1284 rjames@usa.edu
  Erica Kelly, Financial Aid Counselor, St. Augustine Campus ext. 1241 ekelly@usa.edu
  Angela Valentin, Financial Aid Counselor, St. Augustine Campus ext. 1208 avalentin@usa.edu
  Eloisa Augustus, Financial Aid Counselor, Austin Campus ext. 3106 eaugustus@usa.edu
  Mary Grawl, Financial Aid Counselor, San Marcos Campus ext. 2441 mgrawl@usa.edu
  Jazmin Garcia, Financial Aid Counselor, San Marcos Campus ext. 2441 jgarcia@usa.edu
Information Resources/Library

For full details regarding library services and resources (including library hours) please visit the myUSA portal Library tab. Please direct all questions to library@usa.edu.

Registrar’s Office

The Registrar’s Office for all degree programs is maintained at the St. Augustine campus. Any inquiries or requests for information should be sent to the Registrar, University of St. Augustine for Health Sciences, 1 University Boulevard, St. Augustine, FL 32086, or email registrar@usa.edu.

The Registrar’s Office is responsible for maintaining the official academic records for all students who enroll in academic degree programs. Holds may be placed on students’ records, transcripts, grades, or registration because of financial or other obligations to the University. Satisfaction of the hold is required before a release can be given.

Telephone: 800-241-1027

Diane Rondinelli, Registrar ext. 1205 drondinelli@usa.edu
Laura Sanders, Associate Registrar ext. 1295 lsanders@usa.edu
Cristina (Cris) Clark, Assistant Registrar ext. 1305 cclark@usa.edu

Student Service Advisors

Together with all faculty and staff, the Student Service Advisors share in the responsibility of creating a positive student experience. They serve on the front lines of student support and are available to help with any concern, question, or challenge. Student Service Advisors work closely with Faculty Advisors and Program Directors to help students succeed.

Telephone: 800-241-1027

Eric Johnson, San Marcos Campus ext. 2411 ejohnson@usa.edu
Walter Miska, St. Augustine Campus ext. 1338 wmiska@usa.edu
Tara Reyes, Austin Campus ext. 3122 treyes@usa.edu
CAMPUS POLICIES AND PROCEDURES

Academic Integrity

Academic integrity means that all academic work represents the individual work of the stated author. Input and assistance from others must always be appropriate and fully acknowledged. Any deviation from this policy will be considered Academic Dishonesty.

Academic Dishonesty

Academic dishonesty can occur in many forms and variations. The following is a list of some academic dishonesty offenses:

- **Cheating** - a form of misrepresentation. Cheating can include, but is not limited to,
  - using another’s work as your own;
  - utilizing a paper or assignment bought or taken from a website;
  - allowing someone else to turn in your work as his or her own;
  - several people writing one paper and turning in separate copies, all represented (implicitly or explicitly) as individual work;
  - stealing an examination or a solution from the instructor;
  - looking at another student’s exam;
  - using notes or other aids in an exam when they are not permitted;
  - sharing exam questions with other students; or
  - sharing case scenarios from a practical with other students.

- **Fabrication** - the forgery or invention of information or citation in an academic exercise. This might include
  - the use of false results in a research study or fabricating a resource for a reference list.

- **Facilitating dishonesty** - assisting another to perform an act of academic dishonesty. This includes
  - someone taking an exam other than the appropriate student (it may also address misuse of a proctor); or
  - falsification of a required proctor.

- **Plagiarism** - Plagiarism is a serious academic offense. The University of St. Augustine for Health Sciences defines plagiarism as “knowingly using the words, ideas or language of another author without giving credit to the work.” In its severest form, plagiarism is the theft of another’s intellectual work.

The University does recognize that there are many “colors and shades” of plagiarism and that, at times, it may even be an inadvertent mistake such as leaving off a reference from a bibliography.

Intentional violations are a much more serious offense. An example of this might be the use of a paragraph from a journal article without citation in a report or bulletin board response. It is with this in mind that the University has defined the following “levels of misconduct.”
**Level One Academic Dishonesty**

Level One violations typically occur as a result of students not familiarizing themselves with writing and course requirements. They may include the following:

- Lazy plagiarism - forgetting a citation or leaving a reference off of a reference list.
- Failure to cite or acknowledge a source in a small or limited part of the paper.

The instructor deals with most Level One misconduct offenses. Actions may include

- re-submission of the assignment,
- an additional assignment, or
- reduction of grade.

**Level Two Academic Dishonesty**

Level Two misconduct is more serious. These types of violations are more intentional in nature. The following are examples:

- Quoting directly or plagiarizing, to a moderate extent, without acknowledging the source.
- Submitting the same work or major portions thereof to satisfy the requirements of more than one (1) course without permission from the instructor.
- Receiving assistance and failing to acknowledge this in a paper or research study.

The instructor, in consultation with the appropriate Program Director, deals with most Level Two misconduct offenses. Actions may include

- a zero grade for an assignment, or
- writing a paper on academic ethics.

Records of students who commit the above type of offense will be maintained in the student’s file until the student completes the program.

**Level Three Academic Dishonesty**

These violations are the most serious type of offense:

- Copying another’s paper or exam
- Plagiarizing a substantial amount of text in a written assignment
- Enabling someone else to copy your material during an exam
- Using books, notes, or other forbidden aids during an examination
- Giving or receiving information about the content of an exam
- Stealing or distributing a copy of an examination
- Submitting the work of someone else as your own
- Using purchased or copied manuscripts
- Removing posted or reserved instructional material, or otherwise preventing access to it
- Inventing material (this includes citing artificial sources)
- Using illegal or unethical means of acquiring information
• Utilizing an instant messenger or phone while taking an online exam
• A repeat offender - one who has been caught more than once in an act of academic dishonesty

Students committing Level Three Academic Dishonesty offenses will be referred to the Professional Misconduct Committee. The Professional Misconduct Committee will make appropriate recommendations to the designated Program Director. Actions may include a failing grade and/or consequent dismissal from the program.

Address Changes

A student’s legal home or permanent address (mailing address) is taken from the application for admission and subsequently from the student information form completed during orientation. It is the student’s responsibility to change their address. Address changes should be made through the myUSA portal Students tab.

Building Hours

Students may access campus buildings 7:00 a.m. to 10:00 p.m. local time except during holidays and term breaks as defined on the academic calendar. Business offices are open 8:00 a.m. to 5:00 p.m. local time.

Austin campus weekend hours are 8:00 a.m. to 10:00 p.m. local time.

Business Days

The University offers classes seven days per week. Students should refer to the course syllabus regarding due dates.

A business day refers to Administrative Offices that operate Monday through Friday, 8:00 a.m. to 5:00 p.m. in each respective time zone.

Cell Phone Use on Campus

• Cell phones are not to be used during a class or lab session.
• Ringer should be turned off during class or labs.
• No text messaging is allowed during class or labs.
• Cell phone/tablet camera, audio, or video recording may not be used during class or labs unless permission is given by the instructor.
• Cell phones are to be stored in book bags or other secure locations during exams or exam review sessions, and should be turned off or ringer off. Cell phones are not allowed to be in pockets or attached to pants or lying on tables.
• If a student must make an important call, or receive an important call during class or lab hours, the student should inform and get permission from the instructor. Phones should be placed on vibrate.
• When talking on cell phone in hallways, students should be courteous and keep voices down or move to a quiet area.
• No cell phone conversations are permitted and phones should be placed on silent when in the library or quiet-study-zone areas.
Degree Audit
The Registrar’s Office reviews each student’s academic record to ensure all academic requirements have been met in order for a student to graduate. The Bursar’s Office ensures that all fiscal obligations to the University or its subsidiaries have been paid in full.

Diversity
Diversity at the University of St. Augustine for Health Sciences is defined in three ways:

1. Representation of the student, faculty, and staff across all campuses
2. Allowing for diverse thought, leadership styles, and work environments
3. Encouraging diverse ways to teach, to promote student cultural awareness, and to engage in scholarly pursuits

Representation of the student, faculty, and staff across all campuses: The University aims to support diversity by recruiting and retaining students and employees at all levels by

- recognizing that continued success in meeting the needs of our students requires the full and active participation of talented and committed employees who represent a variety of religions, disabilities, ages, ethnicities, races, sexual orientations, and genders. Diversity of employees also include personal and work history, education, functional ability, personality, lifestyle, socioeconomic status, geographic origin, longevity with the organization, degree-program matriculation, and level of employment within the organization;
- supporting admission to students regardless of gender, race, ethnic origin, age, disability, or sexual orientation; and
- offering educational support to all students, but especially to those with identified special needs

Diverse thought, leadership styles, and work environment: The University believes that diversity encompasses the way we work, the work environment, and respect for people and ideas. It also encompasses varying management styles and ways of thinking, leadership abilities, skill levels, experiences, viewpoints, expression of thoughts, and differing ways of delivering services, provided there is consistency in the values we share. By fostering an atmosphere of acceptance and support, we value and appreciate the strengths afforded by the differences, styles, ideas, and organizational contributions of each person. For it is through diversity, that our institutional core values and mission can best be met.

Encouraging diverse ways to teach, to promote student cultural awareness, and to engage in scholarly pursuits: The University supports faculty who offer diverse clinical expertise and approaches to patient management as a way to promote health science professional curricula that allows graduates to work with a diverse client population. Efforts are made to support cultural competence throughout the curricula and meet expected student learning outcomes in this area. Faculty are encouraged to promote diverse scholarly endeavors that involve various
clinical, patient management, health promotion, and education research topics, with careful attention to the safety, confidentiality, and privacy of all research subjects.

Diversity is inclusion. It stresses equal opportunity, recognizes and respects the multitude of differences that employees and students bring to our workplace and classrooms, and acknowledges the changing face of the community we serve. The affirmation of diversity and full cooperation by all managers, supervisors, employees, and students is expected.

Email Account

Each USAHS student will be provided a University email address. Students will use email to stay connected with faculty, support staff, and other students at USAHS. Students should begin monitoring the account as soon as possible but no later than the first day of classes. The University will frequently use email to send important announcements and information. Students will be expected to be able to reply and interact in a timely manner. USAHS departments will only communicate with students using the USAHS email address.

Students may wish to use the organizational features of the email software (folders, contacts, etc.) to facilitate email management. Plan on checking email frequently and set up an electronic filing system for messages; delete messages that have already been dealt with, and save attachments to a designated area on a hard drive.

Remember to frequently check the spam or junk mailboxes. Sometimes University emails (.edu addresses) are identified as spam and important information is missed because the email message is not in the usual inbox.

Emergency Leave

A student may be granted up to two (2) weeks of emergency leave by the Program Director. After this time the student may return to classes but is responsible for the material covered in all classes during this leave time. If the emergency leave extends beyond two (2) weeks, the student will be required to take a leave of absence.

Enrollment Certifications

The National Student Clearinghouse is the University’s authorized agent for providing enrollment verifications through its Student Self-Service program. Students can print enrollment verification certificates free of charge by logging onto the myUSA portal and opening the Students tab. There is a link to Clearinghouse Self-Service. Questions regarding loan deferments should be directed to the Financial Aid Coordinator.

Faculty/Staff – Student Relations

The University is concerned that faculty and staff – student consensual romantic/sexual relations may be perceived to negatively affect the integrity of the institution. Those who supervise or evaluate the work of students must be perceived to be making their decisions fairly and without favoritism.
Faculty and staff are cautioned that consensual romantic/sexual relationships with students can prove to be unwise and problematic and must be avoided. When consensual relationships occur any of the following may arise:

- Such relationships may undermine the real or perceived integrity on the supervision provided and the particular trust inherent in the student–faculty and staff relationship.
- Relationships in which one party is in a position to review work or influence the academic career of the other may provide grounds for a complaint when that relationship appears to give undue access or advantage, restricts opportunities, or creates a hostile or unacceptable environment for others.
- Such relationships may, moreover, be less consensual than the individual whose position confers power believes. The relationship is likely to be perceived in different ways by each of the parties in it, especially in retrospect. While some relationships may begin and remain harmonious, they are susceptible to being characterized as unprofessional and disrespectful to others.

Additionally any of the situations above have the potential to create charges of harassment which could lead to legal problems for a faculty and/or staff member and the University. Therefore, faculty and staff must not engage in consensual romantic or sexual relationships with current students and will be subject to disciplinary action if found to be in contravention of this policy.

If a faculty or staff member has a pre-existing consensual romantic/sexual relationship with a student, the faculty and staff member must immediately notify his/her supervisor and remove him/herself from the academic decisions concerning the student in direct collaboration with their Program Director or supervisor.

Faculty and staff must be cognizant that the professional relationship with students extends to off campus interactions, including conference or seminar attendance and other social gatherings.

**Grade Reports**

Grades and unofficial transcripts may be obtained online through the myUSA portal Students tab.

**Graduation**

All degree requirements must be completed before approval to graduate is given by the respective Program Director. Formal commencement ceremonies take place three (3) times per year at the conclusion of each trimester on each campus. Transitional and Post-Professional students currently attend commencement ceremonies on the St. Augustine campus. Should a Transitional or Post-Professional student prefer to participate in the commencement ceremony on the San Marcos or Austin campus, it must be approved by the Program Director.

Confirmation of a degree is posted to the official academic record following commencement exercises. Degrees will not be conferred until all academic and financial obligations have been
The graduation fee varies by degree level and is paid at the time the student submits the Application to Graduate form as noted on the Academic Calendar.

Honors designation is given to First Professional, Transitional, and Post-Professional students who have earned a cumulative GPA of 3.50–3.64. High Honors designation is given to students who have earned a cumulative GPA of 3.65–4.0. The cumulative GPA is calculated through the final trimester of coursework and is not rounded.

**ID Badges**

**First Professional Students**

Students will receive a student identification badge that includes the student’s photograph, name, and year of enrollment. Photographs may be taken on interview day or during new student orientation. Identification badges must be worn while on University property or while engaged in any University related event. The University charges a fee for all replacement badges. All badges will remain active for 30 days after degrees are conferred to enable students to utilize the library and the Wellness Center.

**Transitional and Post-Professional Students**

Students on campus for a seminar/residency will receive a temporary name badge on the first day of the seminar/residency that will provide access to the campus for those days only. Transitional and Post-Professional students may request a student identification badge that includes the student’s photograph and name. To request a badge, please email the program Administrative Assistant along with a passport-type photo. Please note: badges for Transitional and Post-Professional students will only enable students to access the University’s library. When the badge is complete and ready for pick up, the program Administrative Assistant will contact the student by email. Once complete, the badge will be available in the Wellness Center during business hours. The student must provide a photo ID for verification. Identification badges must be worn while on University property or while engaged in any University related event. There is a fee for a replacement badge. The badge will remain active for 30 days after degrees are conferred to enable students to utilize the library and the Wellness Center. Students (Transitional OTD, Transitional DPT, MHScAT, EdD, and DHSc) visiting a campus that are not attending a seminar/residency or do not have a student identification badge will need to stop at the lobby and sign in as a visitor.

**Internet Acceptable Use**

The University is required to have a policy that explains fair use of the network (Internet/computers/phone) and to hold it harmless should a virus or other event occur as a result of using the network. This is normal and customary should a virus or other event occur as a result of using the network. This is normal and customary and protects the University, employees and the student against frivolous litigation and claims. Computer virus and other events are unfortunately all too common.

The University of St. Augustine reserves the right to modify its AUP at any time, effective upon either the posting of the modified AUP to [www.usa.edu](http://www.usa.edu) or notification of the modified AUP via the student handbook or written notice. By using the services, and thereby accepting the terms
and conditions of the AUP, you agree to abide by the AUP as modified from time to time. Any violation of the AUPs may result in the suspension or termination of your account.

The user (defined as anyone using computers, hardware, phones, wireless access or Internet services) is responsible for any breaches of security affecting servers, routers, workstations or other systems under user control. If a user's system is involved in an attack on another network or system, it will be shut down and an immediate investigation will be launched to determine the cause/source of the attack. In such event, the user is responsible for the cost to rectify any damage done to their computer and any other requirement affected by the security breach.

If the user is accessing the Wireless Internet via a personally owned computer, it is the user’s responsibility to maintain current virus definitions and operating system updates and a firewall on their computer. The university takes no responsibility in any type of damage that may occur to a user’s computer, while accessing university services (wireless or other).

All users of the Internet at the University of St. Augustine are expected to use this resource in a responsible and courteous manner, consistent with the purposes for which it is provided, and to follow all Internet-related rules, regulations and procedures established for its use.

The University provides users with access to the Internet. The Internet offers access to many valuable local, national and international sources of information. However, not all sources provide accurate, complete or current information.

The University makes no warranty, expressed or implied, for the timeliness, accuracy or usefulness for a particular purpose of information accessed via the Internet. The University cannot regulate the nature or content of the information accessed nor the availability of any given Internet site. The University network/services may only be used for lawful purposes. Transmission, distribution, or storage of any information, data or material in violation of United States or state regulation or law, or by the common law, is prohibited. This includes, but is not limited to, material protected by copyright, trademark, trade secret, or other intellectual property rights.

Storage of personal items (items that are not work-related) such as music, video, pictures, emails and documents on the University server or individual computers is not acceptable use of University resources.

Responsible use of the Internet at the University of St. Augustine for Health Sciences includes:

- Using the University’s Internet resources for educational and informational purposes only.
- Respecting intellectual property rights by making only authorized copies of copyrighted or licensed software or data residing on the Internet.
• Refraining from attempts to codify or gain access to files, passwords, or data belonging to others, and by not seeking disallowed access to any computer system via the Internet.
• Refraining from illegal or unethical use of the Internet.
• Refraining from damaging or altering the configuration of the equipment used to access the Internet at the University.
• Refraining from altering or damaging software or data residing on the Internet.
• Refraining from the deliberate propagation of computer worms and viruses.

Guidelines For Internet Use
The University provides individual Internet email accounts for students, should they desire one. (See Appendix 3 – Request for University E-mail account form).
Failure to use the Internet appropriately, legally and responsibly will result in:
• Suspension or termination of a student’s University account
• Hearing before the Professional Misconduct Committee or Human Resources for harassment, or
• Referral to the respective Program Director for further disciplinary action.

Use of File Transfer Between Home and Work Computers
The Internet has become more dangerous than ever. Virus applications and malware are now easily hidden on commonly used web pages. Internet criminals have devised methods for infecting computers when users visit a URL that may have found to be safe previously. For this reason it has become necessary to require those who transfer files from home to work (via email, USB drive, CD, etc.) to have a good antivirus/antimalware application installed on their home computers. That software must be kept up-to-date.

The IT department also strongly recommends students allow Windows updates to occur on a regular basis, turn on their firewall and check frequently to insure all antivirus updates are occurring on a regular basis.

Wireless Internet Access Policy
Wireless access is available in certain areas of the campus, though coverage and up-time is not guaranteed. If students have a laptop computer, tablet or smart phone with a mobile-ready processor, they will be able to access the internet while on campus. The university wireless network operates in the same fashion as any commercial wireless access point; it is not secure.

It is a user’s responsibility to keep their operating system up to date with all security patches and service packs. Firewall software is also recommended. Prevention is better than cure and by following these simple guidelines the wireless network can remain safe for fellow users.

When a user signs on to the wireless network, they are accepting the rules and regulations of the University AUP. Additionally they are accepting responsibility for all security breaches or virus
damage that may occur to their computer while accessing the university wireless network. The technical help desk and personnel at the University are not available to evaluate or fix student computers.

Social Networking-Acceptable Use

Social Networking Online Tools and Services as defined below makes it very easy to create accounts for these services, upload content and then tag the content. The tagging makes the networking possibilities very powerful which may draw many viewers.

Many students, educators, employees and administrators are aware of the great potential these social networking services may provide; however, they also recognize the potential dangers of such services. The following are guidelines for use of social networking tools.

Students should limit use of social networking to their personal computers as most sites are known to have malicious software associated with at least part of the website.

NOTE: Please be sure to review Privacy Settings for Facebook accounts to make sure that personal and private information is not shared with the general public. To get to privacy settings, click the account menu at the top right of the Facebook page, and choose Privacy Settings. This page contains a group of general controls for the Facebook account, such as who can send friend requests and messages. For everything else that is shared on Facebook, the audience can be chosen when posting. Use this link for more information http://www.facebook.com/help/privacy

Definition

For the purpose of this policy, social media can take many different forms, including internet forums, blogs & microblogs, online profiles, wikis, podcasts, pictures and video, email, instant messaging, music-sharing, and voice over IP, to name just a few. Examples of social media applications are LinkedIn, Facebook, MySpace, Wikipedia, YouTube, Twitter, Yelp, Flickr, Second Life, Yahoo groups, Wordpress, ZoomInfo – the list is endless….and growing.

Conduct

Students are expected to conduct themselves in a professional manner, to respect the views and opinions of others, and to demonstrate respect for the University, its ownership, other students, guests and employees.

Any student who affiliates themselves with the University (i.e. listing the University as a school attended) should be committed to conducting themselves in a professional and ethical manner and to being responsible citizens and community members. Students should not discuss patients or clinical information that is deemed confidential or protected under HIPPA.

Behavior and content that may be deemed disrespectful, dishonest, offensive, harassing or damaging to the University’s interests or reputation are not permitted.
Policy on Peer-to-Peer (P2P) File Sharing
The University of St. Augustine is committed to avoiding misuse of its computer network, including use of the computer network to violate the Copyright Law of the United States. All students, faculty, and staff should have a basic understanding of the Copyright Law. Please refer to employee, faculty and student handbooks for more information on the University copyright policy.

Campus computer networks have been popular sources of reproduction and distribution of illegal music, movies, television shows, pictures, and software through the use of peer-to-peer (P2) networks. When the University of St. Augustine for Health Sciences receives a formal complaint from a copyright holder, the University notifies the individual involved and passes along any information received from the copyright holder to that individual. The university does not supply any information to the copyright holder about the individual involved unless a valid subpoena is presented.

Active efforts are in place to prohibit the use of illegal file sharing and the University of St. Augustine employs Open DNS filtering which blocks access to all known file distributions sites.

Leave of Absence
To request a leave of absence, a student must complete a Leave of Absence (LOA) request form located on the myUSA portal Students tab and forward the completed form to the Student Service Advisor for approval.

- An approved LOA is restricted to a cumulative total time of three (3) trimesters.
- Leave may be taken for one (1) trimester at a time or for an entire calendar year but not more than a total of one (1) calendar year. Leave taken at any time during a trimester is considered as an entire trimester of leave and students must retake the entire trimester of coursework. A year-long leave begins from the date of the beginning of the trimester of the leave of absence. A student must notify the Registrar in writing of his/her intention to return to the program at least thirty (30) days before the start of the term.
- Scholarship students who are granted an approved LOA for academic reasons forfeit any scholarship funds upon their return. For scholarship students who are granted an approved LOA for medical reasons, the scholarship will be suspended and resumes upon their return from the LOA.
- Currently enrolled students who are granted an approved LOA will be refunded any tuition due based on the University refund policy.
- If a student is approved for a leave of absence within two (2) months of the beginning of a term, a credit in the amount of tuition paid for that trimester less any refunds will be applied to their account and available for use up to one (1) year from the date of the LOA. This credit is forfeited after one (1) year.
- Students should be aware that any leave from the University may have a financial aid impact and should consult with the Financial Aid Office. In compliance with federal regulations, for federal financial aid purposes, an LOA is treated the same as a
withdrawal. If a student is considering taking an LOA, he/she must be aware of the following:

- In accordance with financial aid regulations, an LOA cannot exceed 180 days. If the LOA exceeds 180 days, the loan will go into repayment status.
- Students must make a written request to be granted an LOA. The Leave of Absence Request Form is available on the myUSA portal Students tab.
- Students will be required to complete exit counseling prior to beginning an approved LOA.
- It will be necessary to reapply for loans upon return to school.
- A student must notify the Financial Aid Office upon his/her return to school so that the lender, guaranty agency, and National Student Loan Data System (NSLDS) can be notified.

- The University reserves the right to reassess the “Essential Functions for Occupational Therapy, Physical Therapy, and Orthopaedic Assistant” of any student returning from any LOA and to decline or conditionally approve their resumption of classes if they are unable to meet the essential functions with reasonable accommodations.
- Upon returning from an LOA, a student who has been receiving reasonable accommodations must reapply to the Director of Disability Services to have accommodations reinstated.
- If an LOA is greater than one (1) year, a student is no longer considered enrolled and must reapply as a prospective student to the University of St. Augustine for Health Sciences.

myUSA Portal

myUSA is a web portal for the University of St. Augustine for Health Sciences community. It is accessible through the home page of the University website, www.usa.edu. Click on myUSA in the upper right hand corner of the home page. Certain tabs (sections) of the portal are accessible to all, while some require a username (student ID #) and password.

Students will use the myUSA portal to access grades and forms, update personal information, view schedules and financial account information, utilize library resources, register for distance education courses, order transcripts, and much more.

If a student has forgotten his/her password (he/she will need to know the username) he/she must follow the instructions below:

1. Click on myUSA (upper right hand corner of www.usa.edu)
2. Enter the username and click the “I forgot my password” link
3. Click on “Send new password”
   a. A new password will be sent to the email address the University has on file. If the student does not receive the password, he/she will need to verify the email address with the Registrar’s Office.
4. After receiving the new password, log on to the myUSA portal and click on “Personal Info.” Click on the Password tab and then reset the password to something secure that is easily remembered.
5. Login one more time to verify that the new password is working.

Passwords (EdD, DHSc, Transitional OTD, Transitional DPT and MHScAT)

Once the student has signed and returned the Enrollment Agreement Form that was received with the acceptance letter, the Administrative Assistant from the program of study will send an orientation packet containing information regarding the specific program, including password information.

Please note that students should have two (2) sets of usernames and passwords:

1. Student information myUSA (portal) username and password allow students to access their online courses, printable financial information for tax purposes, grade reports, unofficial transcripts, etc.
2. University of St. Augustine online library catalog username and password enables access to the library catalog only, not the online resources like full text journal articles, eBooks and databases. Please see the information about these resources on the myUSA portal Library tab for details on how to access them.

If a student has misplaced his/her library catalog username and password that was issued by the library, please email library@usa.edu for assistance.

Name Change

Requests for a change in the name as it appears on the student’s academic record must be made in writing and accompanied by a copy of one of the following: social security card, drivers’ license, passport, military ID, divorce decree, or professional license. The name change form may be found on the myUSA portal, Students tab.

Non-Discrimination and Harassment Policy

It is the policy of the University of St. Augustine for Health Sciences that each member of the University community be permitted to work or attend class in an environment free from any form of discrimination, including race, creed, color, age, disability, gender, marital status, national origin, veteran status, and sexual harassment, as prohibited by state and federal statutes. This policy applies to students, faculty, employees and applicants for admission or employment. An individual who believes that a violation of this policy has occurred may file a complaint with the Grievance Committee.

Parking

The University is an independent organization, and as such, the property and parking lots are private property. The operation and/or parking of any vehicle on University of St. Augustine property is a privilege, not a right. The University has the right to regulate the use of motor vehicles on its property for the good and safety of everyone. Car-pooling is strongly encouraged whenever possible.
All students complete a parking registration form at registration and must keep this information up-to-date with the University. All cars must have a University parking sticker, and it must be displayed at all times.

The University is not liable for break-ins or other damage to any vehicle, including student vehicles. Every effort will be made by University staff and personnel to ensure student safety whenever possible. Reports of damage to vehicles should be filed with local authorities, with a copy to the University Student Services Office.

St. Augustine Campus

Students are not permitted to park in the north, west, and south patient/visitor/staff/faculty parking lots from 8:00 am to 5:00 pm EST. Students who are parked in these lots will be issued a parking citation of $25.00. The parking citation money will go to the students’ professional organization. (Note: After 5:00 p.m. students may park in the west and south visitor/staff/faculty parking lots). Students may park in front of the main entrance for a maximum of 15 minutes to deliver items to faculty/staff or pick up items. This policy is subject to change.

When resident classes are not in session but the University is otherwise open, students are required to use only the student parking lot so as not to interfere with regular business operations of the University.

Additional provisions of the University parking policy are as follows:

- No parking is permitted along the curbs of the student parking lot.
- No parking is permitted adjacent to University property – i.e., access and side roads and other business’ parking lots.
- No parking is permitted on the extreme northern facing parking spots “carved” into the Orthopaedic Associates space.
- No double-parking is permitted.
- Excessive speed in the student parking lot or in accessing University roadways is prohibited.
- All automobiles must be locked while on University property.
- All stop signs and stop bars are to be observed.
- Parking in the gravel lot is permitted but may be limited due to other University functions.
- Students are not permitted to park in the parking spots on the driveway entering and exiting the University.
- Access to the student parking lot is via San Bartolo Avenue. Access through Flagler Hospital Emergency Room entrance road is prohibited.

San Marcos Campus

Students are not permitted to park in any of the parking spots on the perimeter of the two buildings excluding designated visitor, handicapped, or carpool spots unless the appropriate parking permit is displayed.
Currently there is no charge for parking, but the University reserves the right to begin charging for parking in the future if it is deemed necessary.

Students are responsible for any parking tickets received from the city for improperly parking on the street.

Any students who are parked in unapproved spots in the parking lot will be issued a parking citation of $50.00 by the University. The parking citation money will go to the respective student professional association.

Additional provisions of the University parking policy include the following:

- No parking is permitted along the curbs of Windy Point Drive, Borden Road, or streets within defined neighborhoods.
- No parking is permitted at the red curbs or in handicapped or visitor spots (unless you have the necessary designation).
- No double-parking is permitted
- Excessive speed in the parking lot is prohibited
- All automobiles must be locked while on University property
- All stop signs are to be observed
- No overnight parking

Because of city ordinances and traffic plans, alternative transportation is encouraged. These options include the following:

- **Carpooling**: Carpooling is strongly encouraged whenever possible. To encourage this activity, premium parking spots between the two buildings are reserved for registered carpoolers. Registration for carpooling will be announced and a special sticker must be displayed on all vehicles used on campus. Car pool groups must re-register at the beginning of each term with the University receptionist.
- **Bike to school**: Bike racks are available for individuals biking to school. Always secure your bike with an appropriately applied chain and lock.
- **Public Transportation**: North County Transit offers a public transportation system called the Sprinter. The closest station to the campus is San Marcos Civic Center Station (#12). It is about ¾ mile from this station to the campus. There are currently no public bus options to the campus. Students can ride the Sprinter and bike/walk to the campus. For more information about light rail visit [http://www.gonctd.com/sprinter_stations.htm](http://www.gonctd.com/sprinter_stations.htm).

**Austin Campus**

Students are not permitted to park in any of the parking spots on the perimeter of the two buildings, excluding designated visitor, handicapped, or carpool spots unless the appropriate parking permit is displayed. All University of St. Augustine for Health Sciences students are responsible for any parking tickets received for improperly parking on the street. Any students who are parked in unapproved spots in the parking lot will be issued a parking citation of $25.00 by the University. The parking citation money will go to the respective student professional association.
Additional provisions of the University parking policy are as follows:

- No parking is permitted at any time along the curbs of the student parking lot.
- No parking is permitted in handicapped or visitor spots without the appropriate designation.
- Students should not park on the streets surrounding the campus. It is important to be considerate and avoid causing problems for surrounding neighborhoods and business.
- No parking is permitted behind construction areas.
- No double-parking is permitted.
- Excessive speed in the student parking lot or in accessing University roadways is prohibited.
- All automobiles must be locked while on University property.
- All stop signs are to be observed.

Parking policies may differ by program. For more information students should refer to their program section of the Handbook.

VEHICLES PARKED IN VIOLATION OF UNIVERSITY REGULATIONS ARE SUBJECT TO BEING BOOTED OR TOWED WITHOUT NOTICE BY THE UNIVERSITY. THE STUDENT IS REQUIRED TO PAY THE BOOT FEE OR TO CONTACT THE TOWING COMPANY TO MAKE ARRANGEMENTS FOR RETRIEVING THEIR VEHICLE AND PAYING THE TOWING FEE.

Photocopying/Printers

All campuses of the University of St. Augustine Library offer photocopiers, scanners, and printers for student use at a cost of $0.10 per black and white page and $0.35 per color page. Scanning is free. For the specific rules and procedures at your campus, please ask in the library or see the Campus Resources page on the myUSA portal, Library tab.

Registration

All full time and flex students will be “block” registered by the Registrar’s Office prior to each term for the regularly scheduled courses. Any student not following the planned curriculum should work with his/her advisor and submit an advisor approved schedule to the Registrar’s Office as early as possible for next term registration. Delay in submission of the alternate schedule may delay Financial Aid packaging.

Transitional and Post-Professional students register for coursework online. Log into the myUSA portal, select the Students tab, and the select Registration for DE Programs. From there students will be able to register for coursework and step-by-step instructions are provided. To register for Continuing Education seminars, please go to the Continuing Education tab of the University’s website at www.usa.edu. If assistance is required regarding registration, consult the program’s Administrative Assistant.
Release of Student Information

The University of St. Augustine for Health Sciences complies with the provisions of Public Law 93-380, the Family Educational Rights and Privacy Act (FERPA) of 1974, in reference to student records.

Students must consent to the release of any student information other than directory information to any person or agency. This consent must be in writing, signed, and dated. The consent must specify the information to be released, the reason for release, and the names of the individual or agency to whom the information is to be released. The Registrar’s Office is responsible for fulfilling requests for student information.

Replacement Diploma

Replacement diplomas may be obtained by contacting the Registrar’s Office. The fee is $25.

Security Policy

Reporting Emergency Situations and Security Concerns

Emergency situations involving a threat to life or property should be reported to the police (911) and communicated immediately thereafter to the University by calling 800-241-1027. The University of St. Augustine encourages all students, faculty, and staff to be involved in campus crime prevention.

For instances of rape/sexual misconduct, please see the Sexual Misconduct and Relationship Violence Prevention Policy in this Handbook.

If other types of improprieties occur, these should be reported immediately to the University by calling 800-241-1027. At that time, a report of the incident will be written and statements taken.

Emergency and Safety Procedures

Emergency and safety procedures are contained in the University Emergency Action Plan Manual. A copy of this Manual is available to students on the main website, http://www.usa.edu/, About USA tab.

Medical Emergency

Call 911 immediately and render first aid as able. Stay with the individual until emergency services arrive. When a student is injured, he/she should complete a Student Incident Report Form found in the myUSA portal Students tab, and file this form, together with any other forms required, with his/her health insurance provider. A copy of the report form should also be provided to the University via fax, 904-826-0085.

Structural Emergency

Upon hearing an alarm, students will follow the posted evacuation procedures, following exit signs that are displayed. Stay a safe distance from the building until emergency services arrive.
Weather Emergency

In the event of a weather emergency—such as a hurricane or tornado—students, faculty, and staff will be alerted of any campus cancellations or delays via email, text message, and phone calls to their cell phones. “All Clear” messages will alert the community when it is safe to return to campus.

Natural Disaster Emergency

In the event of a natural disaster—such as a wildfire or earthquake evacuation—students (and family members) are asked to monitor the University website for any cancellation or re-start dates and times. Further information will be given by faculty and/or staff at the time of the emergency. Information about reopening will also be given via the University voice mail system by calling the main number: 800-241-1027.

Safety on Campus

Certain safeguards are in place to ensure as safe of an environment as possible. These safety features include the following:

- In case of an emergency all students will be notified via School Messenger.
- Exterior building doors are locked and access is available only to those with appropriate card access.
- Talk-A-Phones are located throughout the parking lots and University grounds with emergency phones.
- A security guard is available on campus after 5:00 p.m. and designated weekends when the campus is open for student access.
- All faculty, staff, and students are expected to wear name tags at all times.
- All visitors must report to the administration building (or the security guard desk after hours) for permission to enter the campus, to receive a visitor’s badge, and to be escorted as appropriate by a campus employee/security guard.
- Emergency contacts and evacuation plans are posted in all classrooms and student/employee meeting areas. Telephones are available in all classrooms.
- To ensure your safety on campus, be personally responsible by
  - being alert to unsafe situations and reporting them immediately to University employees;
  - keeping the exterior doors closed and/or locked (do not prop open);
  - not allowing non-University individuals to enter the building with you;
  - reporting lost/stolen card access name badges immediately to the University receptionist;
  - not walking to your car alone in the dark. Use the “buddy system,” especially when you feel your personal safety may be threatened. Do not enter any situation or location where you feel threatened or unsafe; and
  - not leaving valuables in plain sight in your car. Lock these items in your trunk or remove them.
Unlawful and Controlled Substances Policy

It is unlawful for any person to sell, manufacture, deliver, or possess with intent to sell, manufacture, or deliver a controlled substance. Any person violating the provisions of respective state, county, or federal law may be guilty of a felony, or, in some cases, a misdemeanor of the first degree, and may be subject to punishment as provided in the municipal codes. This punishment can include imprisonment, fines, forfeiture of property, and, in some cases, loss of business licenses. It should be noted that under state sentencing guidelines, punishment may become successively more severe for second and third violations.

USAHS will impose sanctions on students and/or employees for violation of the standards of conduct consistent with local, state, and federal laws. Sanctions may include disciplinary action up to and including termination of employment, expulsion, and referral for prosecution.

Alcohol Policy

USAHS complies with appropriate state statutes and city ordinances dealing with the consumption of alcoholic beverages on USAHS premises and at any function in which USAHS’ name is involved. Students and their guests who consume any alcoholic beverage on campus or at an event sponsored by USAHS or any entity of USAHS must be at least 21 years of age and must be able to furnish proof of age at the event. USAHS and its agents reserve the right to refuse to serve alcoholic beverages to anyone who is visibly intoxicated or whose behavior, at the sole discretion of USAHS and its agents, warrants the refusal of service. Any individual who arrives at a USAHS function either on or off campus in a visibly intoxicated state may, at the sole discretion of USAHS or its agents, be denied entrance to the event.

Drug and Alcohol Counseling

Students who desire drug and alcohol abuse counseling should contact the Dean or Program Director so that a referral to the appropriate agency may be made. Students may also refer to the Drug and Alcohol Abuse Prevention Policy located on the myUSA portal Students tab.

Tobacco Policy

USAHS is a smoke- and tobacco-free environment. Smoking is not permitted on any University campus. Smokeless tobacco is not permitted in any University building.

Prohibited Weapons Policy

The University of St. Augustine for Health Sciences desires to maintain a safe environment for all of its students, faculty members, staff members, contractors, and visitors. This policy seeks to reduce the risk of injury or death associated with the intentional or accidental use of weapons.
The possession, transfer, sale, or use of weapons, dangerous instruments, or paraphernalia associated with a weapon is **prohibited** on University premises. This includes those licensed to carry a weapon, except as provided by the law of the state in which the USA campus is located (please refer to local state law as these vary from state to state). This restriction includes, but is not limited to, University grounds, offices, classrooms, University-sponsored events, and vehicles being used to conduct University business. Possession of weapons is prohibited at all times while conducting University business. This policy applies to all students, faculty, and staff of the University and violation may result in discipline up to and including termination of employment or expulsion. Where appropriate, University officials will report the transfer, sale, or use of weapons or dangerous instruments to local law enforcement authorities.

**Definitions**

University prohibits any weapon, including:

- Firearms (including concealed handguns, and BB guns, whether loaded or unloaded);
- Knives (including switchblades, stilettos, swords, etc.);
- Police batons or nightsticks;
- All martial arts weapons;
- Electronic defense weapons, except as provided by law;
- Any other dangerous instrument.

A "dangerous instrument" is defined as any instrument, article, or substance that, under immediate circumstances, is capable of causing death or physical injury. Any member of the campus community who has a question as to whether an instrument, article, or substance is considered a weapon in violation of this policy should ask for clarification from appropriate University officials (supervisors, academic department heads, etc.) prior to bringing the instrument, article, or substance on to University premises. Exceptions to the prohibited weapons policy must be approved beforehand by a representative of the president’s office. Any weapon on University premises may be confiscated. There is no reasonable expectation of privacy with respect to weapons on campus, and desks, workstations, offices, lockers, bags, briefcases, files, etc. may be subject to reasonable security searches.

If you observe suspicious behavior, report this immediately to your supervisor, program director, or campus security.

**Sexual Misconduct and Relationship Violence Prevention Policy**

The Code of Conduct, as well as this Sexual Misconduct and Relationship Violence Prevention Policy, prohibit “Sexual Misconduct.” Sexual Misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual harassment, domestic violence, dating
violence, sexual assault, and stalking. Certain of these terms are further defined under University of St. Augustine for Health Science’s policy as follows:

A. **Dating violence**
   The term “dating violence” means violence committed by a person
   - who is or has been in a social relationship of a romantic or intimate nature with the victim; and
   - where the existence of such a relationship shall be determined based on a consideration of the following factors:
     - The length of the relationship
     - The type of relationship
     - The frequency of interaction between the persons involved in the relationship

B. **Domestic violence**
   The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

C. **Stalking**
   The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to
   - fear for his or her safety or the safety of others. or
   - suffer substantial emotional distress.

D. **Sexual assault**
   Offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

While USAHS utilizes different standards and definitions than may appear in the Florida, Texas, and/or California Criminal Codes, Sexual Misconduct often overlaps with crimes of sexual assault, sexual harassment, stalking, dating violence, and domestic violence.

The University uses the “preponderance of evidence” standard of proof in any conduct proceeding related to Sexual Misconduct. Conduct will be considered “without consent” if no clear affirmative consent is given; if inflicted through force, threat of force, or coercion; or if inflicted upon a person who is unconscious or who otherwise reasonably appears to be without the mental or physical capacity to consent. For example, sexual contact with a person whose judgment appears to be impaired by alcohol or other drugs may be considered “without consent.” Both the victim and accused will be informed of the outcome of the hearing. A
student found guilty of Sexual Misconduct or of violating the Sexual Misconduct and Relationship Violence Prevention Policy could be criminally prosecuted in the state courts and may be suspended or expelled from the University. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

This policy applies to students, employees, and third parties involved in on-campus and University-sponsored, off-campus activities.

Whom to Contact With a Report or Complaint

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education’s implementing regulations at 34 C.F.R. Part 106, USAHS’s Title IX Coordinator has primary responsibility for coordinating the University’s efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of the University, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

If you are the victim of sexual misconduct, gender-based violence, or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

- Call 911 or go to a safe place and speak with someone you trust. Tell this person what happened and have them call 911.

- University of St. Augustine will respect and safeguard the privacy interests of the individuals involved in reports received under its Sexual Misconduct and Relationship Violence Prevention Policy (the Policy) to the extent possible. Privacy in this context means that information related to a report made under the Policy will only be shared with those University employees who have the need to know the information in order to assist in the review, investigation, or resolution of the report. If an investigation is pursued against an accused person, however, information will need to be shared with the accussed person and, as appropriate, with relevant witnesses. To the extent a person making a report wishes to keep the victim’s name private, this may limit the University’s ability to investigate and/or discipline the responsible student. The University of St. Augustine will also respect and safeguard confidentiality. Confidentiality is different from privacy. Confidentiality in this context means that information shared only with campus or community professionals who have a legal duty of confidence (such as a licensed counselor or therapist) will only be disclosed with the individual’s express written permission or as provided by law (e.g., where there is a continuing threat of serious harm to an individual or others, suspected abuse or neglect of a minor, and/or where a third party disclosure is otherwise required by law). As outlined further below, a person can seek confidential assistance and support by speaking with specially designated confidential resources, and/or students also have the option to make anonymous reports of sexual misconduct. Below are some of the reporting options available to you at the University:
If you desire to seek confidential assistance through the University, please contact the University’s local campus Student Service Advisor where students can be referred to area counselors. Assistance is available even if you do not want to file any complaints.

Additionally, you may also make a report and/or inquire about assistance by contacting the following other persons or resources at the University (that are not designated confidential reporting sources) who will take appropriate action, including potentially assisting you with filing a complaint through the campus disciplinary procedures and/or a police report. Please contact your local University campus and ask to be connected to the Campus Director:

- For the University’s campus in San Marcos, CA: 760-591-3012
- For the University’s campus in Austin, TX: 512-394-9766
- For the University’s campus in St. Augustine, FL: 904-826-0084

The Campus Director will determine the appropriate individual to respond to the victim, and refer the complaint to the University’s Title IX Coordinator, Mr. Jeremy Wells, Vice President of Student Affairs, at 904-826-0084 (St. Augustine, FL campus).

- File a police report with the local police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will
  - ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
  - provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
  - assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

- For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable. Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet, to avoid contamination. If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.
Record the names of any witnesses and their contact information. This information may be helpful to the proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation. Try to memorize details (physical description, names, license plate number, car description), or even better, write notes to remind you of details, if you have time and the ability to do so. If you obtain external orders of protection (e.g. restraining orders, injunctions, protection from abuse), please notify the local campus so that those orders can be observed on campus.

- Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services) to assist you in the crisis.

- Contact the local campus if you need assistance with related concerns, such as no-contact orders or other protective measures. USAHS will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. The University is able to offer reasonable academic accommodations, no contact orders, access to counseling services, and other supports and resources as needed by a victim.

- USAHS prohibits retaliation against anyone for filing a complaint pursuant to these policies, assisting another in making a complaint, or participating in an investigation under the policies. Anyone experiencing any conduct that he or she believes to be retaliatory should immediately report it to the Title IX Coordinator.

Furthermore, the University’s policy is to provide victims of sexual offenses, domestic violence, dating violence, sexual assault, or stalking, with the following information in writing to further inform the alleged victim about his/her rights and information about going-forward options and available resources:

- The importance of preserving evidence for proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order

- To whom the offense should be reported

- Options regarding reporting, including law enforcement and campus authorities, to
  - Notify victim of the option to notify on-campus and local police,
  - Assist the victim if they choose in notifying law enforcement, and;
  - Give the victim the right to decline to notify such authorities

- Rights of victims and institutional responsibilities on orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal, civil, or tribal courts

- Procedures for institutional disciplinary action in cases of domestic violence, dating violence, sexual assault, or stalking, which includes a clear statement of the following:
  - Proceedings will provide a prompt, fair, and impartial investigation and resolution, and proceedings will be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault,
and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

- The accuser and accused are entitled to the same opportunities to have a support person/advisor of their choice at any proceeding or related meeting.

- The accuser and accused must be simultaneously informed in writing of:
  - the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking;
  - the institution’s procedures for appealing the results of the proceeding;
  - any change to the results that occurs prior to the time that such results become final; and
  - when such results become final.

- Information about how confidentiality of victims will be protected, including how publicly available recordkeeping will be accomplished without including identifying information about the victim, to the extent possibly by law.

- Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on campus and in the community.

- Written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by the victim and if reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

For a student or employee who reports to the University of St. Augustine that s/he has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether it occurred on or off campus, he or she will be provided with a written explanation of his or her rights and options, as described above.

**Status Change – Withdrawal or Leave of Absence (LOA)**

Students who find it necessary to withdraw from the program or take an LOA must notify the Faculty Advisor in writing and complete the required documentation. Withdrawal or Leave of Absence forms are available on the myUSA portal Students tab.

**Student Loans**

The University is concerned about the financial well-being of its students. The cost of attendance varies per program and possible accumulation of student loan debt could exceed $150,000 to complete the program. Program cost details and financial counseling is available through the Financial Aid department and myUSA portal links. The university strongly recommends student counseling prior to applying for loans. The purpose of this counseling is to speak about financial management principles and how best to utilize loan options for students.
Termination of Enrollment (Texas)
The school shall terminate the enrollment of a student who accumulates the lesser of the following amounts of absences:

- More than 10 consecutive school days
- More than 20% of the total course-time hours in a program with course time of more than 200 hours
- More than 25% of the total course-time hours in a program or individual class with course time of 41 to 200 hours
- More than 25% of the total course-time hours for seminars, individual classes, or programs with course time of 40 hours or less
- Any number of days if the student fails to return as scheduled from an approved leave of absence

Textbooks
Textbooks are the responsibility of the learner. Not all courses require textbooks (refer to the course syllabus). To access book lists, students should sign into myUSA, click on the Campus tab, then on the appropriate campus. Student Services provides a booklist to incoming first term First Professional students prior to the start of classes.

Transcripts
To ensure confidentiality of student records, the University issues official transcripts of academic information only by written or electronic signature by the student or graduate using Transcripts on Demand. Students will pay a $3.00 convenience fee for each request submitted and an additional $2.00 fee for each paper transcript requested. For electronic transcript delivery only, the $3.00 convenience fee is charged. Transcripts as well as grade reports will not be issued for any student with an outstanding obligation to the University. For more information on ordering transcripts please visit the myUSA portal, Students tab.

Transferability of Course Credit
The transferability of credits students earn at the University of St. Augustine for Health Sciences is at the complete discretion of an institution to which the student may seek to transfer. Acceptance of the degree earned at the University of St. Augustine for Health Sciences is also at the complete discretion of the institution to which the student may seek to transfer. If the degree earned at this institution is not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all of his or her coursework at that institution. For this reason, the student should make certain that his/her attendance at this institution will meet his/her educational goals. This may include contacting an institution to which the student may seek transfer after attending the University of St. Augustine for Health Sciences to determine if the degree will transfer. The University actively pursues a policy of requesting other graduate programs to accept our credits for transfer. However, the University has not entered into an articulation or transfer agreement with any other college or university.
Tuition

Students may pay tuition and fees for each trimester either by personal check, cash, or major credit card (VISA and/or MasterCard). Loan disbursements for existing loan programs are also accepted. The use of credit cards to pay for tuition will only be accepted when a current loan disbursement is not being utilized. Students who have received a current loan disbursement who wish to pay tuition via credit card, need to secure a cash advance check issued by VISA and/or MasterCard. All tuition is payable in full on the registration date established for the applicable trimester.

After the first trimester, any tuition balance not paid at the time of trimester registration will receive a 10% late penalty and both tuition and late penalty must be paid in full no later than the close of business on the last day of the week in which classes begin. Students will be removed from classes after this point if not paid in full. The only exception is students whose financial aid has been delayed through no fault of their own.

All personal checks accepted in payment of tuition may be processed twice, once upon receipt, and, if not cleared, once more. If such check is not approved for payment by the bank because of insufficient funds or other circumstances which do not allow clearance, it will be returned to the issuer along with a $30.00 service charge imposed by the University to cover handling and service fees. This service charge will be imposed each time the check is not approved for payment by the bank. There are no exceptions to this policy. Any subsequent tuition payments made by the student for the trimester/term in question must be made in the form of a certified check or bank money order before acceptance by the University.

Special Tuition Payment for Students Performing Clinical Internships

A special tuition payment policy applies for those students who will be performing clinical internships for the immediately upcoming trimester. These students are required to remit tuition and fee payments no later than a period of two (2) weeks prior to the beginning date of their clinical internship. In the case of those students receiving loans, a letter from the servicing agency indicating actual disbursement date is required on or before a period of three (3) weeks prior to the beginning date of their clinical internship. (Note: The tuition payment date for those students who will be pursuing clinical internships in any given trimester will be provided in a separate memorandum to students as well as listed on the Academic Calendar). Students may direct questions regarding payment of tuition to the Bursar’s Office.

DHSc/EdD/tOTD/tDPT Students

Students may pay tuition for each trimester/term either by personal check or major credit card. All tuition is payable in full by the registration date established for the applicable trimester/term. Students will not be allowed to begin a course without paying for it in full, even though a loan might be disbursing at some future point. Any loan disbursements received will then be refunded to the student.
Tuition Refund

The refund policy is designed in compliance with the states of California, Florida, and Texas and the several accrediting agencies to which the University is responsible. The full refund policy is available in the Catalog as well as on myUSA under the Student Account tab.

**Wellness Center**

Mission Statement

The mission of the University of St. Augustine for Health Sciences Wellness Center is to provide an environment that promotes and facilitates a healthy and productive lifestyle in our students, faculty, staff, and ultimately our clients and local community. This will be achieved by (a) development of programs that will allow the University philosophy on health and wellness to become a reality and (b) providing a state of the art wellness facility that will include wellness-related testing/screening and quality instructions in the various domains of wellness.

Students must complete a liability waiver prior to utilizing the Wellness Center and must complete a mandatory orientation prior to utilizing the Obstacle Course on the Florida Campus.

For more information, including access and policies, go to myUSA, Wellness Center tab.
ACADEMIC POLICIES AND PROCEDURES

Academic Freedom

Academic freedom is a cherished principle in higher education. At the University, academic freedom is the right of faculty members to express their professional opinion regarding the content of the course they are teaching, as long as they are measured against the intellectual standards of relevant professional disciplines. It should be remembered that the content of courses often build upon itself and this course content is coordinated to achieve the desired goal of meeting professional accreditation and national licensure subject matter. Faculty have the freedom in the classroom to discuss academic subjects, selecting instructional materials, and determining grades. Likewise, students should have the opportunity to study a wide spectrum of ideas so they may acquire critical thinking skills. We must never lose sight that our students are seeking guidance, not confusion. While they wish to know what to do in every single circumstance, we know they are better prepared if we teach them the skills and give them the content that will enable them to personally find answers. In the development of knowledge and creative activities, the faculty and student body are free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence.

However, there are limits to academic freedom. The courts have decided that free speech does not extend to shouting “fire” in a crowded theatre. Likewise, academic freedom, the right to express one’s personal views, has its limits and carries with it a measure of responsibility. By all means, faculty may express a different viewpoint about a professional topic, but it should be clearly expressed as a personal viewpoint. Faculty may not subject students to personal views and opinions concerning matters not related to the course of instruction itself. It is necessary that faculty conduct themselves accordingly, with due respect to the welfare of this University and the professions we represent. It is also necessary to ensure consistency within an integrated curriculum and when teaching various sections of the same course/seminar. The philosophy, programs, faculty, and administration of the University are not perfect, and helpful suggestions and constructive criticism can assist all; but public displeasure of University philosophies or practices have no place in our organization.

If a faculty member, staff, or student perceives an infringement on his/her academic freedom, the individual should follow the complaint policy and refer the issue to the appropriate Program Director, supervisor, and/or dean. If the issue is not resolved in a satisfactory manner, the individual may submit a written grievance to the University’s Grievance Committee at 1 University Blvd., St. Augustine, FL 32086, where the issue will be handled according to established timelines and processes.

Advanced Course Standing by Examination

Based on previous academic coursework earned from another accredited degree granting institution or another program within the University, a student may be granted advanced standing for a particular course after passing an examination on the contents of the course. The examination may be written or practical or both and there is a $75.00 cost associated with each
course. A maximum of 20% of the total number of credits for the degree may be granted for advanced standing. The granting of advance standing by examination is independent of the granting of transfer credit.

Approval for advanced course standing is subject to the following provisions:

- **Documentation supporting the reason for requesting advance course standing by examination.** Supporting documentation may include transcripts showing applicable courses for credit, course descriptions, syllabi, continuing education courses/seminar descriptions and proof of completion, and work experience.

- **Passing a challenge examination to verify competency in the particular subject matter.** A student has only one attempt per course to pass the challenge exam. If the student fails the exam, the student must take the course in its entirety. The passing grade will be the same as the passing grade stated in the syllabus for the course in which advance standing is being requested.

The process for requesting Advanced Course Standing by Examination is as follows:

1. The student obtains a request form for Approval of Advanced Course Standing by Examination found on the myUSA portal Students tab, and submits the completed form to the Academic Advisor with appropriate documentation and the $75.00 fee per course for the review.

2. Requests for approval of Advanced Course Standing by Examination must be submitted at least two (2) months before the start of classes for the trimester.

3. In consultation with course instructors, the Program Director will review the request. If approved, the Program Director will notify the Student Service Advisor and a test time and date will be set up for each challenge exam. If the Program Director, with consultation of the course instructor(s), concludes that the student’s previous coursework and experience are inadequate for passing the challenge exam, they may encourage the student not to seek advanced course standing or to take some type of remediation before taking the challenge exam.

4. The Registrar will notify the student if the challenge exam has been passed and will post the course and its credits to the permanent academic record at that time.

**Assistance for Students with Disabilities**

In accordance with the American with Disabilities Act (ADA), the University of St. Augustine for Health Sciences is dedicated to providing reasonable accommodations to any student with a disability. The University has developed a list of essential functions that a student should possess in order to successfully complete the occupational therapy, physical therapy, and the orthopaedic assistant programs. This list is provided to prospective students as part of the application packet and to newly admitted students as part of the acceptance process. Each student must endorse that he/she has reviewed and understands the list of essential functions.

To request reasonable accommodations, a student must complete the Reasonable Accommodation Request Form available through the myUSA Admissions tab and Students tab.
New First Professional full-time and flex students receive this form along with instructions for making a request once they have submitted their tuition deposits. New students should submit the completed form and appropriate documentation to disability@usa.edu no later than the first Friday of the trimester. Students may ask the Student Service Advisor for clarification of the process. The Director of Disability Services will review the request and inform the student in writing of the decision. The student will be asked to sign a form indicating his/her understanding and agreement of the accommodations.

Faculty are to adhere to the approved accommodations as provided by the student and are encouraged to seek clarification from the Director of Disability Services should there be a question about the provision of an accommodation. Should a student request something different than what is approved, the faculty member, advisor, and/or Program Director should inform the student that only the approved accommodations will be provided. Should the student wish to alter the accommodation, he/she must make a request for changes in accommodations to the Director of Disability Services via disability@usa.edu; the form is available through the myUSA, Admissions tab and Students tab.

Students with a disability should expect to maintain the standards that apply to all University students and request only the accommodations approved by this process. Being penalized for having a disability is unacceptable as is expecting more than reasonable accommodations.

Any discrepancy encountered by the student or faculty in the written accommodation plan should be brought to the Director of Disability Services for review and action. Student progress may be reviewed as to their ability to perform safely and appropriately in a clinical situation. Students will be advised in writing of concerns regarding clinical performance.

**Attendance**

**Class Attendance**

Students are expected to be (1) in the classroom or lab on time, (2) prepared to begin class/lab, and (3) wearing the appropriate attire by the designated starting time for that instructional period.

Full-time students who are going to be late or absent from class/lab due to an unexpected situation should call the applicable number and explain the situation:

- St. Augustine campus: (904) 826-0084 ext. 1257
- San Marcos campus: (866) 557-3731 ext. 2403
- Austin campus: (512) 394-9766 or (855) 384-9965 ext. 3101

If calling before or after regular University office hours (8:00 a.m.–5:00 p.m.), leave a message.

Occasionally, students may be required as part of a course to attend an evening lecture by a distinguished person in the field. Such an event will be considered mandatory as if it were a regularly scheduled class.
Absences

In the event of a planned absence, the student must speak to each faculty member whose course will be missed and request that the absence be excused.

- **Excused Absences**
  Excused absences include (but may not be limited to) the following:
  - Illness (after three [3] days must be supported by physician’s note)
  - Attendance at a professional conference approved by the Program Director
  - Attendance at special services for a member of the immediate family (spouse, parent, child, sibling; spouse’s parent, child, or sibling; child’s spouse, grandparents, or grandchildren).

- **Unexcused Absences**
  Unexcused absences are considered to be unprofessional behavior. With any unexcused absence, students forfeit the right to review with the instructor all or any part of the material, including test reviews, covered during that class or lab session. A first offense will result in a warning letter issued to the student with a copy of that letter placed in the student’s file. A second offense and each subsequent offense will result in a 5% reduction per offense from a final course grade. This represents the University’s minimal standard; individual faculty may outline additional consequences in their course syllabi.

- **Tardiness**
  Tardiness is considered to be unprofessional behavior. It is expected that if a student is tardy for any class, the student will apologize to the instructor immediately after that class. If a student is tardy twice (two [2] times), the student will receive a warning letter with a copy of that letter placed in his/her file. After the second time, each subsequent event will result in a 5% reduction per tardiness from a final course grade. This represents the University’s minimal standard; individual faculty may outline additional consequences in their course syllabi.

Online Education Attendance

If enrolled in a course that is purely online (no face-to-face lab associated with it) then a student may be moving through his/her coursework with a cohort group. This means the student will have weekly attendance and assignments due along with fellow classmates. Check the syllabus for a schedule of due dates or refer to the course map within the course platform for specific information on each assignment.

In the online environment, attendance equates to signing into the course and interacting in some meaningful way, either via an assignment, bulletin board discussion, or test. No other student/course facilitator contact (e.g., telephone calls, faxes, email) satisfies the attendance requirement. Two (2) weeks of unexcused “no-show” activity warrants an automatic drop in grade to be determined by the instructor. A student who does not report during a third week will be asked to withdraw from the class.
Course faculty are required to report student absences in an online course. However, it is the prerogative of the faculty member to determine if work submitted after the day of deadline will or will not receive any points or credit. Be advised that course facilitators are discouraged from awarding points for late student work that is designed to contribute to the overall class community (e.g., bulletin board threads, group work).

If the online course is self-paced, the student may be provided with a timeframe or due date for completion. Check the syllabus for complete information on schedules, assignments, and due dates.

For absences related to clinical fieldwork/internship or practicum classes, please refer to individual program sections.

**Flex/MOA Attendance**

- **Laboratory Attendance**
  - Students are expected to be (1) in the lab, (2) prepared to begin lab, and (3) wearing the appropriate attire by the designated starting time for that instructional period. Students who are going to be late or absent from lab due to an unexpected situation should contact the course instructor immediately (see course syllabi for contact information). Because of the amount of material covered in each lab session, absences from even two (2) hours of any lab session can be very detrimental to the understanding and application of the course material and the course grade. Students are strongly encouraged not to miss any portion of any lab. If a student misses more than 20% of the total lab hours in a course, the student must repeat the course. If the accumulated absence occurs before the time to withdraw, the student may withdraw from the course.

- **Excused Absences**
  - Excused absences include (but may not be limited to)
  - illness,
  - required work events, and
  - attendance at special services (e.g. wedding, funeral) for a member of the immediate family.
  - Planned absences must be approved in advance by the Program Administrator.

- **Procedure for excused absences in Flex Labs**
  - Students are strongly encouraged not to miss any portion of any lab. If a student misses more than 20% of the total lab hours in a course, the student must repeat the course. In the event of an occurrence or emergency that necessitates missing any part of a Flex weekend lab, the procedure is as follows:
    - First contact should be the Program Director, coordinator, or manager. If the director, coordinator, or manager gives approval to proceed, the student next contacts the course online instructor to seek permission for an excused absence. If the course online instructor approves, the student must then contact the lab
instructor to request approval for the absence. If all three (program coordinator/manager, online instructor, and lab instructor) agree, the student will be granted an excused absence. Failure to follow this sequence will result in an unexcused absence, which results in forfeiture of the right to review with the instructor all or any part of the material. This also includes taking written or practical exams. Unexcused absences are considered to be unprofessional behavior which could result in the final course grade being reduced by 5% to 10% and/or a referral to the Professional Misconduct Committee.

- **Unexcused Absences**
  - Unexcused absences are considered to be unprofessional behavior. With any unexcused absence, students forfeit the right to review with the instructor all or any part of the material, including test reviews, covered during that lab session. If a student misses more than 20% of the total lab hours in a course, the student must repeat the course. Students are expected to make travel arrangements that permit them to attend the full lab sessions on each scheduled lab weekend. Arriving late or leaving early for travel is considered an unexcused absence except in cases of unavoidable conflicts or when approved in advance by the program coordinator.

- **Tardiness**
  - Tardiness is defined as being late for lab (even if by one [1] minute), and is also considered to be unprofessional behavior. It is expected that if a student is tardy for any class, the student will apologize to the instructor immediately after that class. If a student is tardy twice (two [2] times), the student will receive a warning letter with a copy of that letter placed in his/her file. A third tardiness, and each subsequent tardiness, will result in a 5% reduction per tardiness from a final course grade. This represents the University’s minimal standard; individual faculty may outline additional consequences in their course syllabi.

For absences related to clinical fieldwork/internship or practicum classes, please refer to the Clinical Education Handbook.

**Audit of a Course**

Auditing of a class is permitted, with approval of the Program Director. Auditing of a class requires payment of full tuition for that course. The student who is auditing may not take practical exams and may not sit for written exams or quizzes.

**Clinical Education**

Please refer to the Clinical Education Handbook for policies and procedures.
Complaints

The University of St. Augustine is committed to providing a learning and working environment in which complaints are addressed fairly and resolved promptly. All complaints are taken seriously. The procedure for handling complaints encourages informal conciliation, facilitates early resolution, and maintains individual privacy and confidentiality.

This policy covers general types of complaints.

This policy does not cover complaints about incidents related to harassment. Complaints of this nature should be directed to the Director of Human Resources.

Student Complaints

- Types of Student Complaints
  Students should utilize the following procedure for complaints about service, support, or assistance provided by academic, administrative, or support departments of the University. Student complaints include academic issues such as instruction methodology, grading, testing, assignments, or non-academic matters such as IT support, University services, facilities, policies, financial matters, etc. The following procedure is not for complaints regarding academic or non-academic appeals policies and procedures. Please refer to the Academic Evaluation and Right of Appeal of this Handbook for information on the appeals processes.

- Confidentiality
  All information submitted as part of a student complaint will be treated as confidential and will only be available to the appropriate/involved parties. The student should also respect the need for confidentiality throughout the complaint process. A student who submits a complaint should be aware that complete confidentiality cannot always be guaranteed if effective action is to be taken. Where a complaint is in reference to a specific individual, the complaint cannot be investigated if the student does not wish the allegation to be made known to that individual. Anonymous complaints will not be considered.

- Student Complaints Procedures
  A student should discuss his/her concerns with the person(s) who is directly responsible (course instructor, staff member, etc.) in order to resolve the issue. Depending on the severity of the issue, a written record may or may not be drafted and placed in the student’s permanent record.

  1. If the complaint cannot be resolved to the satisfaction of the student, the student should discuss the issue with his/her Program Director. The Program Director will consider the complaint and attempt to bring the issue to a satisfactory resolution.
     a. In certain situations, the Program Director may refer the complaint to an appropriate University committee. The respective committee will
consider the complaint and provide a written recommendation to the Program Director.
b. The Program Director will consider the committee recommendation and notify the student in writing of the decision.
c. Written documentation regarding the resolution will be placed in the student’s file and maintained for six (6) years past the student’s last date of attendance.

2. After following the steps above, the student may submit a formal written complaint to the Grievance Committee.
   a. The complaint will be investigated by the Grievance Committee and a written response will be provided to the student.
   b. The original written complaint, a copy of the response, and a description of any actions taken as a result of the complaint will be maintained on file for six (6) years past the student’s last date of attendance.

Unresolved Complaints

If a complaint cannot be resolved after following the procedures above, the following agencies can be contacted directly. This information will be posted and kept current on the University website.

- WASC Senior College and University Commission
  o Complaints may be filed with the University’s institutional accrediting body by contacting the Western Association of Schools and Colleges (WASC) Senior College and University Commission at [http://www.wascSenior.org/comments](http://www.wascSenior.org/comments) by reviewing the Policy on Complaints and Third-Party Comments to ascertain the appropriate means to communicate comments and complaints.

- Distance Education Accrediting Commission (DEAC)
  o If it is believed that the school is out of compliance with DEAC accreditation standards, a complaint can be filed online: [http://www.deac.org/complaints/index.html](http://www.deac.org/complaints/index.html).

- American Physical Therapy Association
  o Complaints about the Physical Therapy program can be submitted to CAPTE by requesting the Procedures for Handling Complaints about an Accredited or Developing Physical Therapy Program.
    ▪ This document can be obtained by writing to CAPTE at 1111 N. Fairfax Street, Alexandria, VA 22314, by telephone 703-706-3245, or visit: [http://www.capteonline.org/Complaints/](http://www.capteonline.org/Complaints/).

- American Occupational Therapy Association (AOTA)
  o Complaints about the Occupational Therapy program are handled as part of the Code of Conduct and Ethics Guidelines for AOTA.
For more information on this process please visit: http://www.aota.org/About-Occupational-Therapy/Ethics.aspx.

- In California
  - A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form at http://www.bppe.ca.gov/enforcement/complaint.shtml.

- In Florida
  - For information on the Commission for Independent Education’s complaint process go to http://www.fldoe.org/cie/complaint.asp.

- In Texas
  - To make a complaint in Texas to the Texas Workforce Commission go to: http://www.twc.state.tx.us/svcs/propschools/problem-school.html. The TWC-assigned school number is: S 4051.
    - Information on filing a complaint with TWC can be found on TWC’s Career Schools and Colleges Website at http://csc.twc.state.tx.us/.
      - The school’s programs are approved by TWC, as well as The Texas Higher Education Coordinating Board, the Commission on Distance Education Accrediting Commission, and the Commission on Accreditation of Physical Therapy Education.
      - Students must address their concerns about this school or any of its educational programs by following the complaints process outlined above and in the school’s Catalog.
      - Schools are responsible for ensuring and documenting that all students have received a copy of the school’s grievance procedures and for describing these procedures in the school’s published Catalog. If, as a student, you were not provided with this information, please inform school management.
      - Students dissatisfied with this school’s response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable.
  - For more information on making a complaint to the Texas Higher Education Coordinating Board go to http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D

- Additional States
The University of St. Augustine has taken the necessary steps to apply and/or receive authorization to deliver education, to market, and to affiliate with clinical education sites in all fifty (50) states. For information on a specific state, or to file a complaint go to: http://www.usa.edu/p54-226-Complaints.aspx

**Course Withdrawal**

**First Professional**

Students wishing to withdraw from a course should submit the Course Withdrawal form available on myUSA, Students tab, under Forms. The withdrawal period is one (1) week after classes begin until three (3) weeks before the last day of class. A student may not have more than one W in any course. After two (2) program Ws the student will be notified by the Registrar. A third (3rd) program W must be approved by the instructor and the Faculty Advisor. A student requesting a fourth (4th) W will only be approved under extenuating circumstances by the APRC and Program Director. Students need to be in contact with the Financial Aid Office when withdrawing from a course. All appeals throughout the course withdrawal process will be heard by the Academic Appeals Committee (ACC).

**Transitional and Post-Professional**

Students wishing to withdraw from a course should submit the Course Withdrawal form available on myUSA, Students tab, under Forms. A student may drop a course up until the first complete week. The withdrawal date is one week after the course has started. A student cannot have more than one (1) W in any course, after three (3) program W’s a student will be referred to the Academic Progression and Retention Committee.

**Degree Completion***

Acceptance into the University and payment of tuition (on a trimester-by-trimester or course-by-course basis) is not a contract assuring that the student will graduate with the degree. Graduation will depend on a satisfactory grade point average, professional conduct, and the satisfactory completion of the degree requirements. This Handbook and the course syllabi detail what is considered “satisfactory.” See the University appeal process for dismissals and professional behavior issues.

* For additional information see individual programs

**Distance/Online Education**

**Purpose of Distance/Online Education**

It is the intention of this University to offer online coursework that will parallel the mission and philosophies of the University’s programs. USAHS aims to provide a program that is unique to the health care education of physical and occupational therapists and orthopaedic assistants while at the same time maintaining uniformity in content and presentation.
Philosophy Of Distance/Online Education

The University intends to provide a delivery method of education that not only excels in quality, but is unique in performance. USAHS aims to provide an education that facilitates rich learning environments, and that includes opportunities for acquiring basic and advanced skills, knowledge, conceptual understanding, and relevance to the health and clinical sciences. The education provided should not function as an isolated dimension of intellectual activity, but as a contribution to learners’ development of strong identities as individual learners and participants in meaningful social and educational practice.

Methods for Delivery of Online Education Courses

The University will offer a variety of formats in educational delivery. Below is a summary of such offerings:

- **Pure Online Course** - This course format offers content that is delivered purely online. Most often the student will have scheduled interaction with an experienced faculty member as well as other classmates. Occasionally a pure online course may offer the opportunity to work self-paced and interact only with the assigned faculty member.

- **Combination Laboratory/Online course** - This course format offers lecture-type materials in an online format with weekend laboratory sessions in a face-to-face (traditional) format. In many cases the online course materials will be reviewed prior to attending the weekend laboratory sessions.

- **Traditional Lecture/Laboratory** - Course may be delivered in an exclusively live format (not online).

- **Seminar/Online** - The student will need to first attend a seminar. The most up-to-date seminar calendar is available under Continuing Education on the University’s website, [www.usa.edu](http://www.usa.edu). Students will be able to see when and where seminars are being provided. After attending the seminar, students will need to complete the online course that corresponds with the seminar attended. These courses are ten (10) weeks long.

- **Residency** - These courses require the student to be on-site.

- **Blended Learning** - This format offers materials in both online and face to face (traditional) format.

**Examinations**

Each course syllabus describes the types of exams given, exam dates, and how exams are used to calculate the final course grade. Each course will have a final examination unless otherwise announced by the instructor.

*For First Professional students:* Special early examinations given to individual students or groups of students as substitutes for final examinations are prohibited. Final examinations are to be given on the day and time scheduled during the final exam period, unless there is prior approval.
from the Program Director. When a final examination is given, each student is required to take the examination.

Policy and Procedures for Examinations

- **Conduct of Written/Online Proctored Examinations**
  - Most written examinations will be proctored.
  - Examinations will begin and end promptly as scheduled.
  - After the start of the examination, any student who wishes to leave the examination room will turn in his/her examination and will not be permitted to re-enter unless there are extenuating circumstances.
  - If the faculty member permits work paper to be used, it will be distributed during the examination period by the faculty member. All work paper will be returned to the proctor with the examination.
  - Books, other study material, book bags, and purses must be placed at the perimeter of the examination room or left outside of the examination room except in the case of an open book exam.
  - No electronic devices are allowed. Students are to place cell phones, Apple watches, Google glasses, etc. in their book bags. Remember to turn any ringers or alerts off.
  - Some written/online exams will be taken off campus (may apply to Distance Education students only) in the student’s local area. Each student will be required to identify an appropriate person who will be physically present with the student while he/she is completing the examination to serve as the proctor.
    - **Guidelines for selecting a proctor are as follows:**
      - A proctor **must** be available during the evenings and on weekends;
      - A proctor **can** be a staff member, educator, administrator in an educational institution, military education center, independent testing center or public library, or a clergyperson at their place of worship.
      - A proctor **cannot** be a relative, personal friend, employee, co-worker, student, spouse, or significant other.
      - A proctor can be an approved proctoring company such as ProctorU for online exams only.
    - Complete the Proctor Request Form and submit it to the University. The University reserves the right to deny or terminate a proctor at any time, for any reason.
    - The date and time of the examination will be determined by the course instructor. It is the student’s responsibility to assure the approved proctor is available for the stated time and day of the exam.
    - The student is responsible to communicate with the approved proctor at least two (2) business days prior to the scheduled exam to verify the proctor has the necessary information including online password, mailed paper exam, exam instructions, etc.
• A picture ID must be presented to the proctor prior to testing.
• All other examinations rules stated in this section apply.

• Written Proctored Exams
  o Examinations will be sent directly to the approved proctor on file and will be returned to the University by the proctor.

• Online Proctored Examinations
  o Examinations will only be available to students who have a current approved proctor form on file.
  o Once the student has completed the exams, the proctor will sign the Proctor Completion Form and return it to the University.
  o If using ProctorU, a completion form is not necessary because the company provides a post-exam report including any incidents that may have occurred.

• Online Examinations (non-proctored)
The purpose of the online examination is for students to determine their overall comprehension and application of the course content. Working together on an examination is considered cheating (see Academic Integrity Policy, in this Handbook). Instructors have been trained to detect cheating and the platform can also provide information to the faculty and staff in regards to cheating. Please use the online examination as a method for improving the learning process.

Most examinations are timed. Students will not have time to check answers in textbooks. The student should enter the test knowing that he/she is prepared to take this exam just as he/she would in a classroom, proctored setting. Be sure to have adequate time to complete the test and a quiet, distraction-free environment for test-taking.

Once the test is begun, a student will not be able to leave it until the entire test is completed. A student cannot start the test, take a break, and then finish it later. If a student exits the exam without completing all test questions, the student will receive no points for the questions left unanswered. The exam is scored automatically by the computer and students may go to the grade book for the score. Once the exam is unlocked by the instructor, students will be able to re-enter the exam to review correct and incorrect answers.

In some instances a retake test may be allowed or issued. If a student performs poorly on an examination or if the student had a computer glitch while taking the examination, the student should contact the online instructor about the possibility of a retake.

For First Professional Students
• Policy for Changing an Exam Date
Every attempt should be made to adhere to the exam dates as listed in the syllabus, course schedule, or stated as a class announcement. In the event that a faculty member needs to change an exam date, he/she should give an explanation to the students and provide at least two (2) options for rescheduling the exam. The class votes on the best option and majority rules. If the students request an exam change and the course instructor approves the request, then the proposed change is voted on anonymously by the class and 100% of the class must agree before a change is allowed.

- **Review of Examinations During the Trimester**
  1. A review is to advance learning and is not a mechanism to obtain a higher grade.
  2. All written examinations will be reviewed at the earliest possible opportunity.
  3. This review will be part of a regular class period and will last a maximum of one class period.
  4. Students will receive their individual scores before or during this review period.
  5. No questions will be reviewed with an individual student during this review.

A sample examination review is as follows (Note: the actual examination review mechanism is at the discretion of faculty):

- The examination booklet and the answer key are given to the students at the time of the review.
- Students then review the examination individually and endeavor to understand the questions that they answered incorrectly. The use of notes, books and tape recorders is at the discretion of the individual faculty member.
- If the student is unable to understand why an answer is incorrect, he or she enters that question number on the top front of the exam. The student is then encouraged to offer support for his or her choice of answer. Exam booklets are collected at the end of the review.

6. Subsequent to the review, the faculty member will reconsider the questions identified on the exam and adjust the key where appropriate and notify the students.

7. Further review may be remitted by the faculty at their discretion upon request by the student.

8. Students lose the right to review the exam if they have an unexcused absence on the scheduled date for the review.

- **Final Examination Review**
  - An opportunity to review a final examination is up to the course instructor.
  - The course syllabus should state whether the final exam can be reviewed.
  - The mechanism used to review final exams will be determined by the course instructor.
  - The review of final exams must be completed prior to the second Friday of the following new trimester.
Review of final exams is to advance learning. It is not a mechanism to obtain a higher grade.

- Practical Examination Policy for University Courses
  A minimum of 80% proficiency is required on all clinically-related practical examinations. Safety requirements must be met at a 100% competency level. The practical examinations require the student to meet both safety and technical skill performance competencies. If a student does not perform in a safe manner, the student will receive an F grade for the practical examination; if the student earns less than 80% on the technical skill performance, the student will likewise receive an F grade for the practical examination. In either case, the student must retake the practical examination. The student must meet both safety (100%) and technical skill performance competencies (80%) to pass the practical retake.

First Retake Practical Examination Process
1. It is the student’s responsibility to contact the faculty instructor within one (1) to two (2) business days of failing the exam to receive instructions on how to write a plan of remediation.
2. The student is required to submit a written plan of remediation to the faculty instructor that will effectively prepare the student for their first retake practical examination.
3. The faculty instructor will review and approve (via email or written signature) the student’s remediation plan and administer the first retake practical examination.
4. The highest grade awarded for passing the first retake practical examination will be 75%. The faculty instructor will notify the student’s advisor regarding their current status and academic remediation plan.
5. A student who receives an F on the first retake practical examination is required to follow the second retake practical examination process below.

Second Retake Practical Examination
1. The student will contact the faculty instructor within one (1) to two (2) business days of failing the first retake practical exam to determine a revised remediation plan.
2. The student is required to submit to the faculty instructor a written revised remediation plan that will effectively prepare the student for their second retake practical examination.
3. If the student remediation plan is not approved by the faculty instructor and the student’s progress could affect the Clinical Education Office, the faculty instructor will notify the Clinical Education Office.
4. The faculty instructor will review and approve (via email or written signature) the student’s revised remediation plan.
5. The student will then submit the approved remediation plans (both the original remediation plan and the new revised remediation plan) to the Academic Progression and Retention Committee (APRC). *(FL campus students submit to Sue Nordlund, Administrative Assistant: snordlund@usa.edu; CA and TX campuses students should submit their material to the chair of the APRC.)*

6. The APRC will gather appropriate past academic data that could help provide insight for the approval process.

7. The APRC will review and approve that the student’s remediation process (following steps 1, 2, 3, and 4 above for both retakes) has been met.

8. The APRC will review and approve that the faculty’s remediation process (following steps 1, 2, 3, and 4, above for both retakes) has been met.

9. If the APRC approves the remediation process, the APRC chairperson will send an approved email to the student, faculty instructor, and Faculty Advisor for progressing forward with the second practical exam retake.

10. When the remediation plan and process have been approved, the practical retake exam is required to be taken before the next scheduled exam of the course or before the last day of final exams (unless otherwise permitted by the faculty instructor).

11. If the APRC does not approve the remediation process, the APRC chairperson will send a rejection email to the student, faculty instructor, Faculty Advisor, and Program Director. This rejection email will include the APRC criteria for disapproval, and the APRC requirements for remediation process approval. The student should resubmit their remediation plan to the APRC recorder, respective Program Director, Faculty Advisor, and faculty instructor after the remediation process has been met.

12. The second retake exam will not be allowed until the remediation plan is approved by the faculty and the remediation process is approved by the APRC.

13. If the student takes the second retake practical examination and receives an F on this second retake, the student will receive a D or F for that course.

14. If the student passes the second retake practical exam (100% safety, 80% technical skill performance), the highest grade awarded on the second retake practical examination is 70%. All practical exams must be completed by the date grades are due as published on the First Professional Programs Academic Calendar.

15. If the student has any concerns about the remediation process or plan, they can contact the chairperson of the Academic Progression and Retention Committee for counsel.

This policy does not apply to DPT and MOA Exit Exam Courses. Please see individual syllabi regarding retake policies for the Exit Exams.

5. Make-Up Examination Policy
• Absences from an examination as a result of a medical condition and supported by a physician's letter will be adjudicated by the faculty member(s) responsible for the course. Faculty may either schedule a make-up examination or excuse the student from the examination without penalty.
• Absences from an examination due to non-medical circumstances will also be adjudicated by the faculty member(s) responsible for the course. Faculty may allow a make-up examination, excuse the student from the exam without penalty, or give the student a zero grade for the examination. This zero will be averaged with the grades obtained for all other examinations for this course.

Extra Credit

As a graduate-level institution preparing health care professionals, the University is opposed to faculty offering extra credit or bonus points in courses. Student grades should accurately reflect their performance on the criteria determined by faculty as demonstrating student achievement of the course learning outcomes. Awarding extra credit/bonus points may imply that points/grades are more important than learning and can create inequities between students and courses across campuses and delivery methods.

If faculty decide that extra credit and/or bonus work is appropriate for a given course, all of the following standards must be met:

1. The extra credit and/or bonus cannot be used to raise a non-passing grade to a passing grade.
2. The extra credit and/or bonus must be directly related to the course content and learning outcomes.
3. The extra credit and/or bonus must be available to all students enrolled in the course on all campuses and distance formats.

Grading System

Academic degree programs use a 4.0 scale to calculate grade point averages (GPAs).

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grading Scale</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90–100</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>85–89</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>80–84</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>75–79</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>70–74</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>65–69</td>
<td>1.5</td>
</tr>
</tbody>
</table>
The First Professional curriculum is divided into Foundational Sciences Courses (anatomy, physiology, pathology, biomechanics, neuroscience, and pharmacology), and Professional Courses (all other courses).

The written portion of all courses (both Foundational and Professional) in the First Professional programs use the same scale for grading.

The laboratory portions of the First Professional courses are graded on the same scale from a minimum of 80% to a maximum of 100%.

A First Professional student must earn at least an 80% on the laboratory practical and 100% on all safety issues to pass the practical examination in professional courses. Refer to each course syllabus for additional information on grading criteria.

The actual weighting of the percent of the final course grade based upon the written and practical portions is at the discretion of the instructor in the First Professional programs. The weighting of the written and practical portions will be printed in the course syllabus.

Some courses in the First Professional programs (for example, internships, practicum, and seminars) are given Pass/Fail designations as determined by the instructor.

The quality of work done by students is indicated on the transcript by the letter of the alphabet as follows:

<table>
<thead>
<tr>
<th>AU</th>
<th>Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Fail</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>NG</td>
<td>No Grade Reported</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
</tr>
</tbody>
</table>

The grade of I (Incomplete) is used if, for reasons acceptable to the instructor(s), a student has not completed required work within a course by the end of a term. This is not used as time granted for extra-credit work to raise a failing grade. The length of time granted for the completion of the requirements of the course is one additional trimester (15 weeks) after which the I grade will be changed to an F if the coursework has not been completed. Upon successful completion of the requirements, the student will be assigned a letter grade by the instructor. If the I is assigned a grade of D or F the appropriate action will be taken per present written policy on academic standing.

The grade of W (Withdraw) is used only to denote that a student withdrew (or was withdrawn) from a course. Refer to Course Withdrawal Policy in this handbook for more information.

The grade of NG (No Grade) is used only in the case of internship/fieldwork/rotation not completed. If a student is removed from internship/fieldwork/rotation after the final withdraw date, the grade of NG may be applied at the discretion of the Academic Coordinator of Clinical Education (ACCE)/Academic Fieldwork Coordinator (AFWC), in place of a grade of F.

*Rounding of Grades*
No grades are to be rounded until the final grade.

If the final percentage is less than a whole number, the following rules are applied to determine the score by a whole number:

- When a number is .50 or greater, the score is rounded to the next highest whole number (i.e. 79.50 = 80%)
- When the number is .49 or less, the score is rounded to the next lowest whole number (i.e. 84.49 = 84%)

**Grade Changes**

A student has the right to appeal a final grade received for a course within the first week of the subsequent term. The request must be made in writing to the course instructor. If the course instructor approves a grade correction, a Grade Change Form must be completed by the instructor and submitted to the respective Program Director. Upon the Program Director’s approval, the Registrar will record the corrected grade in the student’s academic record and a revised copy can be viewed by the student on the myUSA portal Students tab.

If a grade change is initiated due to an administrative error in posting of the grade, a Grade Change Form must be completed with documentation as to the nature of the error and submitted to the respective Program Director. Upon the Program Director’s approval, the Registrar will record the corrected grade in the student’s academic record and a revised copy can be viewed by the student on the myUSA portal Students tab.

If the instructor denies an appeal for a grade change, the student may make an appeal to the Program Director (see Academic Evaluation and Right of Appeal).

**Grade Posting**

**Campus**

The public posting of grades by the student’s institutional identification number without the student’s written permission is a violation of the Family Educational Rights and Privacy Act (FERPA). Accordingly, each student must have on file with the Registrar’s Office a signed consent form permitting posting of his or her grades. This form will be provided to each new student as part of the orientation process. Students who withhold consent to grade posting will need to make arrangements with each of their course instructors to receive their grades. It is at the instructor’s discretion to ask the student to await receipt of any grade until they have received official notification by the University.

The student is free at any time to withhold consent to posting of his or her grades or revoke a prior consent given by written notification to the Student Services Office.

Final exam grades will be posted after students are through with all final exams. Final course grades are not posted. Final grades can be viewed on the myUSA portal Students tab.

**Online Courses**

All grades for the online course assignments will appear in the online grade book located in the course platform. At the time of course completion, the final grade will be transferred to the
University record system and become a permanent part of the student’s transcript. Grades cannot be given out via email or telephone. This posting of grades follows the Family Educational Rights and Privacy Act (FERPA). Students are responsible for monitoring their final grades through the myUSA portal Students tab.

Accessing Grades

Through the myUSA portal Students tab, students may access grades, print unofficial transcripts of grades, access/change personal student information, and keep track of all of their current course information. It is very important that students keep this information safe and secure and personal information up to date.

Coursework Due Dates

All coursework should be submitted based on the dates provided in the course syllabus.

Institutional Review Board

The Institutional Review Board (IRB) is a University committee that reviews all research proposals involving the use of human subjects. The purpose of the IRB is to protect the human rights of those subjects and keep them from harmful procedures. All students participating in research projects that involve human subjects (including Case Reports) are required to submit the appropriate IRB documentation. The IRB committee meets once each month. Dates are posted on the USA website for each campus. For IRB policies, procedures, and forms see the Students tab on myUSA.

Privacy Policy

The University of St. Augustine for Health Sciences (USAHS) is committed to respecting students’ privacy. The Privacy Policy located at http://www.usa.edu/privacy.aspx describes what information we collect from students and how USAHS uses this information. The University of St. Augustine for Health Sciences reserves the right at any time and without notice to change this privacy policy by posting such changes to the university website. Any such change will be effective immediately upon posting.

Questions regarding this policy, or comments concerning the website, should be directed to the University of St. Augustine for Health Sciences by sending an email to info@usa.edu.

Professional Conference Attendance

All First Professional program students are required to attend a minimum of two (2) full days of one professional conference or one (1) full day of two (2) professional conferences during their program enrollment. The value of this required attendance is greater if full-time students wait until they are in the third trimester or later, and if Flex students wait until they are in the fifth trimester or later. Dual degree seeking students are required to attend one (1) physical therapy (PT) and one (1) occupational therapy (OT) professional conference during their curriculum: an OT conference while in the MOT program and a PT conference while in the DPT program. Full-time DPT students should complete the conference requirement before the seventh trimester.
due to the nature of weekend seminars taught in that trimester. Flex students should attend conferences that do not conflict with weekend lab schedules. Program Directors may modify the conference attendance requirements as necessary.

Students will notify their Program Director or an assigned faculty advisor of their intent to attend a particular conference. The student will then be granted an excused absence for the date(s) missed. This will not exceed two (2) days (usually a Friday or a Thursday and Friday excused absence). It is at the discretion of each faculty member on how to disseminate the information from the missed class session(s). The student is responsible for all missed class material and assignments. Students are also responsible for conference costs including registration, hotel, and transportation expenses. Upon their return, students are required to provide proof of attendance at the conference to the Program Director or the assigned faculty advisor.

Students attending a conference located more than 400 miles one way from campus may speak with their Program Director to request an excused absence for travel time. Program Directors will make the decision about additional excused time for conference attendance on a case basis and inform faculty of the decision. The student is responsible for all missed class material and assignment.

Professional conferences may include state or national meetings such as CPTA, TPTA or FPTA conferences, APTA Combined Sections/NEXT, APTA Scientific Meeting and Exposition, FOTA or OTAC conferences, AOTA conferences, TOTA Mountain Central Conference, TOTA Capitol Centex District, ASOA, AAOS, or others as approved by the Program Director.

**Professional Misconduct**

Professional behavior is expected on campus at all times. At the faculty’s discretion an incidence of professional misconduct may result in a final grade course reduction of 5% to 10% and/or a referral to the Student Honor Council or Professional Misconduct Committee.

Although not inclusive, the following list of misconduct behaviors provides examples of acts that may be subject to disciplinary action:

- Cheating, plagiarism, falsification of records, unauthorized possession of examinations or parts of examinations, intimidation, and any other actions that may affect the evaluation of a student's academic performance or achievement. This includes attempting to engage in such acts, assisting others in any such acts, and failure to report such acts.
- Intentional or unintentional disruption of teaching, research, administration, and disciplinary proceedings or other institutional activities.
- Physical and/or mental abuse of any person or any form of harassment as defined under Non-Discrimination and Harassment Policy.
- Failure to follow directives of authorized University personnel acting in the performance of their duties.
• Misuse or damage of University property to include, but not limited to computer equipment, lab equipment, classroom furnishings/equipment, telephones, fire alarms, fire equipment, and security systems.
• Destruction, unauthorized removal, theft, defacement, or possession of property owned by the University, including but not limited to trees and shrubbery, or property leased to or controlled by the University.
• Littering on University property.
• Violence or the threat of violence including possession or use of firearms, fireworks, explosives, incendiary devices, or other weapons of any description, including air rifles and pistols, on the University campus.
• Hazing in any form on or off the campus.
• Unauthorized participation in, agitation of, or instigation of any activity that interferes with ingress or egress from University facilities, and/or that interrupts any activities of the University community in its normal functioning.
• The use, possession, sale, or distribution of non-prescription controlled substances.
• Defacement by writing, drawing, or marking of any kind upon any permanent interior or exterior wall or similar vertical surface, in any medium (including chalk, felt-marker, etc., or any permanent medium, such as paint) upon any sidewalk, mall, patio, terrace, or street, except as authorized.
• Disturbance of the public peace.
• Unauthorized possession, duplication, or use of keys or access cards to any University premises or services.
• Unauthorized entry into or use of University premises.
• Unauthorized entry into faculty or administrative offices.
• Any action without authorization from the University which modifies, destroys, discloses, or takes data, programs, or supporting documents residing in or relating in any way to a University computer, computer system, or computer network, or causes the denial of computer system service to an authorized user of such a system.
• Repetitive violation of the University Professional Dress, Appearance Code, or attendance policy.
• Commission of an act that would constitute a crime under federal, state or local law.

Disciplinary Action
A student, faculty member, or any other member of the community of interest may initiate complaints against a student possibly warranting disciplinary action for professional misconduct. Referrals for student misconduct are sent to the Professional Misconduct Committee (PMC). The PMC is comprised of faculty appointed by the Program Directors to handle complaints where students may be dismissed or their academic progression affected.

Professional Misconduct Committee Procedures
The University has established a Professional Misconduct Committee (PMC) to hear each complaint. PMC membership shall be determined by the Program Directors. A student may be
required to appear before the PMC or in certain circumstances be allowed to speak to the committee via telephone conference.

At least five (5) business days in advance of the hearing, a student shall be given written notice of the allegations against him/her and of the opportunity to respond. Hearings before the PMC shall be informal. The allegations and evidence against a student shall be presented by the chair of the PMC. The student then will be given an opportunity to present his/her version of events, facts and evidence in his/her defense. Formal rules of evidence do not apply. Documentary evidence and hearsay shall be admissible, but the PMC shall determine the proper weight to be accorded to hearsay evidence.

1. If the PMC finds that the facts do not support the allegation(s), the charges will be dismissed. The chair of the PMC will transmit the committee’s recommendation(s) in writing to the Program Director within two (2) business days following the conclusion of the hearing. The Program Director will review the recommendations of the PMC and provide a written response to the student within two (2) business days outlining the decision on the matter.

2. If the PMC finds that the facts support the allegation(s) against the student, the student shall be found guilty, and the PMC will recommend disciplinary action(s), which can range from a written warning to dismissal from the program. The chair of the PMC will transmit the committee’s recommendation(s) in writing to the Program Director within two (2) business days following the conclusion of the hearing. The Program Director will review the recommendations of the PMC and provide a written response to the student within two (2) business days outlining the decision on the matter.

3. A student referred to the PMC may not withdraw from the University until the findings of the PMC have been made and the student has been informed of the decision.

4. The PMC record of the case shall be maintained by the Program Director’s Administrative Assistant apart from the student’s academic record for five (5) years following the student’s last date of attendance.

Student’s Right of Appeal

Each student has the right to appeal the decisions of the Program Director. The student may continue to participate in academic and co-curricular activities until a final determination is made, including any appeal, except where immediate suspension is reasonably required for the safety and welfare of students, faculty, staff, or University property. If the decision the student is appealing includes program dismissal, the student may continue to attend classes during the appeal process but he/she is not considered an enrolled student and is therefore not eligible for financial aid.

To request an appeal, the student must provide to the Registrar a completed PMC Appeal Request form (available with procedures on myUSA, Students tab) along with a written statement of the basis for his/her appeal within ten (10) business days from the date the decision letter is mailed to the student’s last known address.

An appeal may be based only on the grounds that:
1. the PMC failed to comply with the procedural requirements outlined herein and/or in the Student Handbook;
2. there is relevant and material evidence which, in the exercise of reasonable diligence, could not have been produced or which was improperly excluded at the hearing before the PMC; or
3. the evidence presented at the Professional Misconduct Committee hearing was not sufficiently substantial to justify the final decision.

If the Registrar has not received the completed form and written statement (email or letter is acceptable) within the specified timeframe, the decision of the Program Director will be final and no further appeals are available to the student.

If an appeal is filed, the Registrar will, within ten (10) business days, forward to the dean of the division in which the student is enrolled, or the dean’s designee, the student’s completed PMC appeal request form and written statement, along with copies of all materials provided to the PMC, and the written decisions of the Program Director.

The dean has ten (10) business days** to consider the appeal request. The dean may deny the appeal for failure to allege facts which, if true, would be sufficient to constitute grounds for appeal. The dean may also modify the decision or approve the appeal request. Should the dean deny the appeal, the decision of the PMC and Program Director will stand affirmed. The student will be notified in writing of the dean’s decision regarding the appeal.

The student can appeal the decision of the dean to the University President. The appeal must be submitted in writing to the President within five (5) business days from the date of mailing of the dean’s decision letter. If the decision of the President includes suspension or dismissal, the student will no longer be permitted to remain in any course. The decision of the President shall be final.

Refer to the Students tab on myUSA for procedures associated with the non-academic appeal process.

The Program Director’s Administrative Assistant will maintain all records included in an appeal apart from the student’s academic record for five (5) years following the student’s last date of attendance.

**Should the dean, or the dean’s designee, receive an appeal request during the last fifteen (15) days of the term or during the trimester break, as indicated on the Academic Calendar, it will be considered during the first ten (10) business days following the first day of class of the subsequent term.

Permanent Record

Records of the following will be maintained.

1. Records of the sanctions of the Academic Appeals Committee and the Professional Misconduct Committee will be maintained permanently.
2. Records of all other sanctions will be maintained for five (5) years from the last day of the academic year in which the incident occurred.
3. A copy of any warning or disciplinary action which is placed on a student's record will be given to the student.

**Religious Accommodation**

It is the policy of the University of St. Augustine for Health Sciences that an instructor will make a reasonable attempt to accommodate student needs in the case of serious incompatibility between a student's religious creed and a scheduled test or examination. This requirement will not apply in the event that administering the test or examination at an alternate time would impose an undue hardship which could not reasonably have been avoided. Undue hardship occurs when granting a requested accommodation would require significant expense or difficulty for the University or other students in the class, or would result in the inability of the student to perform the essential functions of his or her course/program of study. The determination of undue hardship is dependent on the facts of each individual situation.

Accommodation for alternative examination dates will be worked out directly and on an individual basis between the student and the instructor involved.

Students must provide reasonable notice of their need for an accommodation by making such requests of the instructor during the first two (2) weeks of an academic term, or as soon as possible after a particular examination date is announced by the instructor. The timing of the request may be considered in determining whether the accommodation would create an undue hardship.

For all degree programs, there will be times when students will be required to attend weekend and/or evening activities. A student should contact the instructor to request a religious accommodation if testing will occur during these times.

If the student and instructor are unable to come to a resolution, the student should bring the matter to the Program Director, who will make a final determination.

**Repetition of a Course**

On occasion, a student may be required to repeat a course. Under such circumstances, the highest grade achieved is counted toward the cumulative GPA.

A student who receives a D in any course (or an F and has been readmitted), must repeat that course in its entirety. The student will be permitted to take additional courses as long as there are no schedule conflicts and all pre-requisite and co-requisite conditions are met, up to a maximum of 12 credit hours (full-time) and 8 credit hours (Flex Program).

A student who takes a leave of absence incurring grades of W, will be registered in the same courses upon return from LOA (providing courses are offered).

Students who must repeat a course should not expect to graduate with their entering cohort. Please note, course schedules that are considered less than half time in the program may affect a student's eligibility for federal student loans. Students should contact the Financial Aid Office with any questions.
Student Code of Conduct

Admittance to the University of St. Augustine for Health Sciences carries with it an obligation and responsibility to abide by federal, state and local law, respective county and city ordinances, as well as all University rules, regulations, and procedures. Admission to the University is a privilege, not a right, and is extended to those individuals who meet all admission criteria. All students, faculty, and staff of the University have a responsibility to report violations of the Student Code of Conduct to the appropriate officials. As a student you will be asked to read and acknowledge this as part of the enrollment process.

The following behaviors are to be adhered to at all times while on University facilities or when associated with the University in any manner:

- The University is a smoke and tobacco free environment.
- The University maintains a drug free policy.
- Profane language is not acceptable.
- Students should not be under the influence of any intoxicants.
- Firearms are not permitted.
- Violence, or the threat of violence in any form, is not tolerated.
- Sexual or other forms of harassment will not be tolerated.
- The University prohibits “Sexual Misconduct” as defined by the Sexual Misconduct and Relationship Violence Prevention Policy.
- The Internet Acceptable Use Policy must be adhered to at all times.

The following behaviors (as mandated by the Distance Education Accrediting Commission [DEAC]) are to be adhered to at all times while enrolled in a course or program, regardless of physical location:

- Conduct oneself with professionalism, courtesy, and respect for others in all dealings with institution staff, faculty, and other students.
- Present qualifications and background truthfully and accurately for admission to the institution.
- Observe the institutional policies and rules on submitting work, taking examinations, participating in online discussions, and conducting research.
- Never turn in work or present another person’s ideas or scholarship as one’s own.
- Never ask for, receive, or give unauthorized help on graded assignments, quizzes, and examinations.
- Never use outside books or papers that are unauthorized by a course instructor’s assignments or examinations.
- Never divulge the content of or answers to quizzes or examinations to fellow students.
- Never improperly use, destroy, forge, or alter the institution’s documents, transcripts, or other records.
- Never divulge one’s online username and password.
- Always do one’s best to observe the recommended study schedule for program studies.
• Always report any violations of this Code of Conduct to the appropriate institution official, and report any evidence of cheating, plagiarism, or improper conduct on the part of any student of the institution when there is direct knowledge of these activities.

The following ethical behaviors are expected of all students:

• Students are expected to conduct themselves in a professional manner according to their respective professions’ code of ethics. They should respect the dignity of each individual with whom they are associated. The following considerations are intended to supplement, not replace, any code of professional conduct that might exist.
  o Confidentiality of a patient's medical/personal history must be fully maintained at all times.
  o The behavior of a patient should be considered in the context of the patient's illness and be handled accordingly.
  o Students should not upset patients by words, actions or demeanor.
  o Students should not display a conflict of personality or opinion with other clinical personnel in the presence of patients/clients.
  o Students should be respectful of other health care professions.

• The student should be respectful of and responsive to authorized University personnel and guests, and should observe the defined line of authority with respect to any activities including clinical assignments. Students should use appropriate titles and surnames when addressing authorized University personnel.

Failure to observe these and other basic principles of ethics is professionally unacceptable and could be potentially compromising (see "attitude" statement below).

The following interpersonal behaviors are expected at all times:

• Of paramount concern is that students and graduates of the University display and present a positive and respectful attitude to their patients/clients, colleagues, supervisors, faculty, staff, community, and to the University. This "attitude" is a key ingredient to successful completion of studies at the University and to excel as health care professionals. Students will endeavor at all times to
  o respect the worth and individuality of every person, e.g., listen/pay attention while others are speaking and promote constructive feedback;
  o refrain from disruptive behavior;
  o refrain from proselytization (proselytization is defined as aggressively and/or harassingly trying to convert, recruit, or induce someone to join one’s own political cause or to espouse one’s own doctrine); and
  o respect confidentiality.

**Student Conduct Policies (Specific)**

**Classroom and Laboratory Conduct and Standards**

Students are expected to arrive to lecture and lab sessions on time and with the appropriate clothing and equipment. The following behaviors are also expected in all lecture and lab session:
- No food or drinks (except in spill proof containers) are permitted in the lecture or lab areas. Gum chewing is only allowed during written examinations. No bubbles may be blown.
- Students are expected to assist the instructors in the pre-and post-lab organization of equipment.
- Students will operate lab equipment in a safe and respectful manner.
- Shoes must be removed while on the lab tables or mats.

Flex courses may include labs for learning hands-on skills. Lab sessions are typically scheduled for Saturday and Sunday; however, some PT coursework requires weekday attendance. Students are notified of the next term’s lab schedule approximately two months before the start of the term.

Professional Dress and Appearance Code

University of St. Augustine for Health Sciences students are highly visible to the public and should be sensitive to this fact. The following guidelines will be interpreted and enforced in a manner determined by the faculty and administration to be in the best interest of both the University and the professions of physical therapy, occupational therapy, and orthopaedic assistants. Further, the University is free to change these guidelines without prior notice to students, although every effort will be made to provide such notice.

It is intended that daily appearance on campus be analogous to daily appearance in the future as a health professional and as an ambassador for our University and profession. A high level of professionalism comes naturally when practiced at a high level daily.

Students must abide by the following policies regarding professional dress and appearance while on the University campus during regular business hours (8:00 a.m.–5:00 p.m.) or altered class schedules unless they are participating in recreational activities on campus. The University’s campus during regular business hours consists of the entire physical plant, which includes the student parking lot, faculty and staff parking lots, all classrooms, laboratories, lounges, hallways, lobby, and library.

- **University ID:** The University ID must be properly exposed above the waist on your front collar or on a lanyard at all times.
- **Grooming:** Students will portray the well-groomed appearance of a responsible health professional. Hair will be clean and neat and, in the case of both men and women, will not be excessively long. Nails must be groomed to ¼” or less with neutral polish only (no artificial nails). Men must be cleanly shaven or well groomed; beards or mustaches are acceptable. No heavy make-up, perfume, cologne, or after-shave.
- **Accessories, Jewelry, Body Piercing and Tattoos:** All accessories and jewelry shall be free of writing, pictures, symbols, or any other insignia, which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Any accessory or jewelry which creates a safety or health concern, or causes or threatens to cause a disruption to the
educational process, is prohibited. Dark glasses, sunglasses, hats, caps, visors, and other head coverings shall not be worn indoors. No tattoos may be visible.
  o  **Unacceptable for men:** Earrings or other body piercing jewelry are prohibited on campus.
  o  **Unacceptable for women:** Body piercing jewelry other than lobe earrings (maximum of two [2] earrings per lobe) is prohibited on campus.

  - *Swimsuit:* Recreational and instructional swimsuit attire must not be disruptive or distracting. For women, one-piece swimsuits are preferred. Suits *must* fully cover the chest and buttocks. For men, mid-thigh swimsuits are preferred. All swimsuits must remain nontransparent when wet. Any swimsuit not appropriate will require shorts and shirt.

All students must maintain high standards as individuals in order to uphold the reputation of our University and professions. Being neatly dressed, well-groomed and avoiding “faddish” modes of dress is required. It is University policy that students maintain University dress code while on the University’s campus or while participating in any coursework outside the University’s campus. The following outlines the required Professional Dress and Appearance Code for scheduled events.

**Lecture Attire**

- **Acceptable attire for men:** Collared shirts only (button-down oxford or polo-type) are permitted. Shirts *must* be of a length that can be tucked into and remain in the pants. If you can do three (3) full-extension jumping jacks without your shirt becoming untucked, your shirt is acceptable. Dress or walking shorts (above the knee) or casual dress pants are preferred. Jeans are acceptable provided they are in good condition. Dress sandals (Teva or Birkenstocks), clean tennis or running shoes, or any other closed-toed shoe with socks are acceptable.

  *Unacceptable attire for men:* Shirts without collars, t-shirts, tank tops, sleeveless tops, low-cut shirts, “grunge look” pants, bib overalls, are not acceptable; nor are thong-type, “beach casual,” or “flip-flop” sandals. Underwear is not permitted to show outside or through the clothing. *No* exposure of gluteal fold is permitted.

- **Acceptable attire for women:** Shirts should have sleeves; however, a “professional-looking” sleeveless blouse is acceptable. Shirts *must* be of a length that can be tucked into and remain in the pants. If you can do three (3) full-extension jumping jacks without your shirt becoming untucked, your shirt is acceptable. Dress or walking shorts (above the knee) or casual dress pants are preferred. Jeans are acceptable provided they are in good condition. Skirts and dresses may not be unreasonably short for a practicing health professional. Dress sandals, clean tennis or running shoes, or any other closed-toed shoe with socks/stockings are acceptable.

  *Unacceptable attire for women:* T-shirts, tank tops, low-cut shirts, “hip-hugger” pants, “grunge look” pants, bib overalls, “beach casual” or “flip-flop” sandals are not acceptable. Underwear is not permitted to show outside or through the clothing. *No* exposure of midriffs, cleavage, or gluteal fold is permitted.
Guest Lecture Attire

On occasion, students are required to wear business attire on days when guest lecturers and/or others are visiting the University. Students may also be required to wear business attire when giving formal presentations or case presentations as a part of their coursework. Appropriate business attire for men is a business suit including jacket, dress shirt, and a tie, or a blazer and dress pants with a dress shirt and tie. Appropriate business attire for women is business suit (skirt or pants) including jacket and blouse. Skirts may not be unreasonably short for this professional health care environment (skirt hems should be no higher than three [3] inches from the top of the patella). Shoes are to be closed toe and closed heel. Course instructors reserve the right to modify or further specify required dress for guest lectures or presentations. Refer to individual course syllabi for further requirements.

Laboratory Attire*

Certain labs require laboratory dress and some require special dress for physical assessment or manual techniques inducing perspiration, or for the handling of special materials. Unless otherwise noted in the class syllabus, students may arrive on campus in laboratory attire if lab is their first scheduled class of the day. However, students must change from laboratory attire into lecture attire for the remainder of their scheduled classes. Students without lab as their first scheduled class must arrive on campus in lecture attire and change into laboratory attire immediately prior to a lab session.

- Solid color gym shorts that allow for modesty and free movement and a plain solid-colored T-shirt are acceptable. T-shirts should be devoid of any print or pictures with the exception of official University of St. Augustine logo which is permissible. T-shirts MUST be clean, properly sized and be of a length that can be tucked into and remain in the pants.

- When t-shirts are approved for University sponsored activities, students will be notified if they are also approved as lab wear. Athletic shoes with socks are required. Nails must be groomed to ¼” or less with neutral polish only (no artificial nails).
  - Scrubs, to include matching tops and bottoms, are acceptable for certain labs (Biomechanics and Neuroscience for example) as defined by class syllabi.
  - For many labs, women will need to wear a sports bra, halter-top, or a bathing suit top that exposes the scapulae and may be unfastened at the back.

  *For MOA Students see MOA section.

- Unacceptable attire for both men and women: Jean shorts, cutoffs, or bright neon shorts are not acceptable. Underwear is not permitted to show outside or through the clothing. No exposure of midriffs, cleavage, or gluteal fold is permitted.

Students requiring medical or cultural allowances for certain policies, including dress and appearance code, must have the approval of their respective Program Director.

Clinical Affiliation Attire

Please refer the Clinical Education Handbook.
Student Information and Records
Notification of Rights under FERPA

Student educational records at the University of St. Augustine for Health Sciences are governed by the Family Educational Rights and Privacy Act (FERPA).

FERPA affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include the following:

- The right to inspect and review the student's education records within 45 days after the day the University receives a request for access. A student should submit to the Registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the university discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the University of St. Augustine who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate
educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Student Rights
All students enrolled at the University are accorded the basic rights as set forth by the Board of Trustees. Student rights are as follows:

- The right of respect for personal feelings.
- The right of freedom from indignity of any type.
- The right to expect an education of the highest quality.
- The right to make the best use of one's talents and time toward the objectives which brought him/her to the University.
- The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students.
- The right for students and/or their representatives to meet with the appropriate Program Director, Chair, Dean, and the President.
- The right of freedom of expression and peaceful assembly as defined by the Constitution of the United States and laws of the States of Florida, California, and Texas.
- The right to participate in dialogue during public discussions which provide a diversity of opinion.
- The right to join organizations for educational, political, social, religious, and cultural purposes within the limits imposed by their responsibilities to each other and to the student life of the University.
- The right of due process.
- The right of freedom of the press and media (newspaper, radio, television, etc.) to publish and distribute materials will be granted when identified by authorship and sponsorship.

Student Responsibilities
The University expects its students to be responsible for helping to maintain a healthy academic climate where students can grow and develop as mature individuals with a commitment to lifelong learning. Student responsibilities include the following:

- The responsibility of assuming the consequences of one's own actions and of avoiding conduct detrimental to fellow students and University employees.
- The responsibility of taking the initiative to volunteer for service on committees.
- The responsibility for ensuring that the essential order of the University is maintained.
- The responsibility for academic work and clinical education requirements.
- The responsibility to be fully acquainted with and to adhere to the University’s Catalog, Student Handbook, and other published policies and procedures.

**Transfer Credit Request**

Transfer of graduate credits previously earned from another accredited degree granting institution is limited to 15% of the total number of academic credits for the degree. Transfer of credits within the University is determined on a case by case basis. Transfer credit will, in most cases, be approved for graduate coursework awarded by schools, colleges, or universities that have recognition from the Council for Higher Education Accreditation (CHEA), and the U.S. Department of Education.

Acceptance or rejection of transfer credit is subject to the following provisions:

- The course(s) should have been completed within five (5) years preceding admission to the program but the applicant may petition to the Program Director for an exception to this time limit.
- The course should have been completed with a grade of B or better. Courses having a B- or below will not be transferred.
- The course must be listed on an official transcript sent directly to the Registrar by issuing institution.
- The Program Director, in consultation with the appropriate course instructor(s), will review the transfer course syllabus to verify that its contents match those of the program’s course. The Program Director will then notify the Registrar of the decision.
- The course number and name of the course requested for transfer should reflect the content of the course it is replacing. Additionally, if the course requested for transfer will replace an elective, the content should be closely aligned with that of the curriculum and its potential electives.
- In cases where a course from a master’s program is being requested for transfer into a doctoral program, consideration should be given to rigor and content and further documentation may be requested.

The process for requesting transfer credits is as follows:

- The student completes a Request for Acceptance of Transfer Credit Form found on the myUSA portal Students tab and submits the completed form to the Registrar along with an official transcript showing the course (if not on file) as well as the fee of $75.00 per course for the transfer review.
- Requests for approval of transfer credits may be submitted within the first four (4) months after acceptance into the program or at least two (2) months before the start of classes for the trimester.
- The Registrar will notify the student if the request for transfer credit is approved and will post any transferred credit to the permanent academic record at that time.
Trimesters/Terms

University coursework is posted in student records according to the term (usually a trimester) in which all requirements for the course are completed. Academic-credit coursework (cohort based) is generally scheduled on a trimester basis. Trimester periods consist of approximately 8–15 weeks (based on the course) and begin the first part of January, May, and September.
Contact Information

Regular meetings will be scheduled with student body representatives, but if you have any questions regarding our Student Handbook, Catalog, or any other activities, please do not hesitate to email, call, or make an appointment to stop by our offices.

St. Augustine Campus
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Program Director, MOT Program
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Laura Broussard
Administrative Assistant, MOT Program
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Program Director, DPT Program
Co-Director, Dual Degree Option Program
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Manuel (Tony) Domenech, PT, DPT, EdD
Program Director, DPT Program
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<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Thomas Werner, PT, MA, PhD</td>
<td>Flex DPT Program Administrator</td>
<td><a href="mailto:twerner@usa.edu">twerner@usa.edu</a></td>
<td>ext. 3140</td>
</tr>
<tr>
<td>Jose Antonio Lozano, MD, CSFA, OPA-C</td>
<td>Program Director, MOA Program</td>
<td><a href="mailto:jlozano@usa.edu">jlozano@usa.edu</a></td>
<td>ext. 3149</td>
</tr>
<tr>
<td>Edie Holmes</td>
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<td><a href="mailto:eholmes@usa.edu">eholmes@usa.edu</a></td>
<td>ext. 3151</td>
</tr>
<tr>
<td>Edie Holmes</td>
<td>Administrative Assistant, MOA Program</td>
<td><a href="mailto:eholmes@usa.edu">eholmes@usa.edu</a></td>
<td>ext. 3151</td>
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FIRST PROFESSIONAL PROGRAMS POLICIES AND PROCEDURES

Academic Evaluation and Right of Appeal

Students sign an acknowledgement of appeals procedure as part of the orientation process. An acknowledgement of appeals procedure form can be found in the myUSA portal Admissions tab.

The responsibility for academic evaluation will rest with the instructor. For minor appeal issues, which are decisions that would not result in probation or dismissal, the student appeals to the faculty member involved in the particular issue. If the student is not satisfied with the faculty member’s resolution of the issue, the student has the right to appeal the issue in writing to the Program Director within three (3) University business days of the instructor’s decision. The Program Director then has five (5) University business days to research the issue and render a decision.

If the student is not satisfied with the Program Director’s response, the student can appeal the issue to the President in writing within five (5) University business days after the Program Director’s response. After hearing the issue, the President or designee has two (2) University business days to either render a verdict on the issue or redirect the issue at that point to the Appeals Committee.

Any student who has been dismissed must formally appeal this decision in writing to the Registrar with a copy to the respective Program Director within two (2) University business days from receipt of the notification. If the student does not meet the stated deadline, the appeal may not be considered. In extenuating circumstances, the student may request an extension from their respective Program Director or Program Director designee (i.e. Registrar); however, this request must be made within the above stated deadline.

Appeal letters should address

- the rationale behind the appeal and why he/she believes the appeal is warranted, and
- future circumstances which will permit the student to rectify previous poor academic performance.

The Program Director will forward the student’s appeal to the Academic Appeals Committee (AAC) within two (2) University business days. After discussion between the Appeals Committee and the Program Director, a decision is rendered. The Program Director will convey the Academic Appeals Committee’s decision to the student.

The AAC will meet six (6) scheduled times per calendar year (see Academic calendar). These meetings will convene two (2) days prior to the first day of classes of each trimester and at midterm of each trimester. Procedures for the meetings are as follows:

Prior to Trimester Meetings

The AAC will convene within two (2) days prior to the first day of classes of the next trimester or at the earliest convenience for both the student and the committee members. The student must appear personally before the AAC at its convenience. A written decision will be given to
the Program Director within two (2) University business days of adjourning the meeting with the student.

**Academic Progression during the Appeals Process**

The First Professional student will be allowed to attend scheduled classes throughout the entire appeal process.

In the best interest of the student and clinical site, a student will not be allowed to progress to a clinical education experience when appealing a University dismissal. If the appeals process reverses the dismissal from the University, the student will be placed on a re-admittance contract and be required to remediate to meet all course requirements before entering a clinical education experience.

**Midterm Meetings**

The AAC will convene on or about midterm of each trimester or at the earliest convenient time for both the committee and the student. The student must appear personally before the AAC. The AAC will give a written decision to the Program Director within two (2) University business days of adjourning the meeting with the student.

In the event of extenuating circumstances, if a student is unable to meet at the University’s designated AAC meeting times, the student may request an alternate meeting time. This request must be submitted to the chair of the AAC committee in writing with detailed rationale supporting the need for an additional time.

Students geographically distant from the University campus may be allowed to appear before the AAC meeting via phone conference solely at the discretion of the AAC committee.

Should the student not agree to the decision of the Program Director, the student has the right of an appeal to the President or appointed designee. The appeal must be submitted, in writing, within five (5) University business days to the President. Upon request, the President or designee will review pertinent records, including a review of the process to ensure that it was correctly followed, and may meet with the Appeals Committee and the student. The President or designee will follow the process as established in this Handbook and ensure that the process is followed. If the final decision by the President results in dismissal, the student will no longer be permitted to remain in any course.

Dismissal policies will be implemented as fairly and equitably as possible considering all extenuating circumstances.

Once a final appeals decision on academic dismissal has been rendered, the student does not have access to the appeals process for this same issue again.
Awards

Outstanding OT, PT, Flex, and MOA Student Awards

Each of the First Professional degree programs recognizes an outstanding student of the respective graduating class. This award is based upon the criteria listed below and is given to the graduating student whose characteristics most support either the OT, PT, or MOA program mission statement. The outstanding OT student award is chosen by a combined vote of his or her fellow classmates and program faculty. The PT student award is chosen by a vote of the program faculty.

**Outstanding Student Awards Criteria**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
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<tr>
<td>Professionalism</td>
<td>Demonstrates the ability to act as a member of the health care team and to be involved in the advancement of occupational therapy, physical therapy, or orthopaedic assistant.</td>
</tr>
<tr>
<td>Clinical Reasoning</td>
<td>Applies logic and critical thinking skills for the improvement of a patient’s welfare as well as to enhance the recipient’s own career.</td>
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<tr>
<td>Ethical Standards</td>
<td>Demonstrates appropriate principles and values.</td>
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<tr>
<td>Commitment to Continued</td>
<td>Possesses a continuing desire to acquire knowledge and advance the occupational therapy, physical therapy, or orthopaedic assistant profession.</td>
</tr>
<tr>
<td>Professional Growth</td>
<td></td>
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<tr>
<td>Responsibility</td>
<td>Is dependable and assumes responsibility for one’s own actions.</td>
</tr>
<tr>
<td>Leadership</td>
<td>A willingness to be involved in student and/or professional activities.</td>
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<tr>
<td>Initiative</td>
<td>Is resourceful and self-directed.</td>
</tr>
<tr>
<td>Constructive Skills</td>
<td>Maintains a positive attitude and demonstrates creative qualities.</td>
</tr>
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*Stanley V. Paris and Catherine E. Patla Award (St. Augustine, San Marcos, Austin)*

The Paris and Patla Award is presented in recognition of excellence in spinal and extremity manual therapy in professional physical therapy education to a First Professional PT graduate.

*Scholastic Achievement Award (St. Augustine, San Marcos, Austin)*

The Scholastic Achievement Award named for the founding Program Director on each campus is presented to the First Professional PT and OT graduate who has achieved the highest
cumulative grade point average (GPA). Grades from both foundational science courses and professional courses are included in the cumulative grade point computation.

Recognition for the Fellowship in Manual Physical Therapy
The University’s Fellowship in Manual Physical Therapy is credentialed by the American Physical Therapy Association and recognized by the American Academy of Manual Physical Therapists. This postgraduate program includes a minimum of one (1) year of clinical mentoring as well as didactic learning.

Recognition for Clinical Orthopaedic Residency
The University’s Orthopaedic Residency is a planned program of post-professional clinical and didactic education that is designed to advance significantly the physical therapist's preparation as a provider of patient care services in a defined area of clinical practice.

Campus Location Change
Students who wish to change to another campus location must submit a Campus Location Change Request Form, available on the myUSA portal Students tab, to their current Program Director by midterm of the trimester prior to the requested change. Such requests will be considered on an individual basis and are contingent on space availability. The student will be notified of the outcome of the location change request via email by the Registrar’s Office. Please note: Program completion dates of students who change campus locations may be extended.

Campus Exchange Program
Students who wish to study at a USAHS campus other than their home campus may apply to do so, provided their program is available at another campus and they meet qualifications described below.

At this time Dual students in the DPT program are not able to participate.

A student who wishes to exchange must meet the following criteria:

- A student must be in good academic standing.
- A student must not have any misconduct issues in his/her record.
- A student must receive his/her Program Director’s approval.
- A DPT student must be willing to exchange in Term 3, 4, 5, or 7 (due to internships, scheduling, graduation, and other factors).
- A MOT student must be willing to exchange in Term 3, 4, or 5 (due to fieldwork experiences, scheduling, graduation and other factors).
- A student must be willing to guarantee his/her own travel and lodging arrangements (students may want to consider contacting the other campus’s student association leaders to see which students at the other campus may have room occupancies due to internships or other factors).
A student who believes he/she meets the criteria must follow the following process in order to become an exchange student:

1. Fill out the Campus Exchange Application found on the myUSA portal Students tab.
2. Submit the completed Application (and Application Fee) to the student’s home campus Program Director no later than the end of the fourth (4th) week of the trimester preceding the trimester the student wishes to exchange.
3. Await Program Director approval (students should note that just because they meet the criteria, they may not be approved based on classroom seat availability or other factors).

For students who do exchange, the following apply:

- If a student receives a grade while on exchange that requires repeating a course, the student will be expected to repeat the course at his or her home campus in the following trimester.
- A temporary advisor on the host campus will be assigned to the exchanging student during the trimester in which the student is exchanging.
- Academic progression for the student will occur on the host campus on which the student exchanges for the trimester the student is on that campus.
- Professional misconduct issues will be handled on the campus at which the incident took place.
- The appeals process will be handled through the student’s home campus appeals committee.
- Tuition remains at the home campus rate.

**Continuing Education**

Students will not be excused from campus-based classes or Internship I/Level I Fieldwork to attend Continuing Education classes. Students participating in Level II Fieldwork or Internships II and III may request to participate in continuing education approved by the facility, the Academic Coordinator of Clinical Education or Academic Fieldwork Coordinator, and the Program Director.

**Counseling**

Clinical psychologists under contract to the University can provide a variety of services to include peer counseling, crisis intervention, mental health programs, consultative services, assertiveness training workshops, anxiety management seminars, leadership development seminars, and interpersonal skills building workshops. If a student is in need of their services, he/she may contact their office directly at the address below. If a student is referred for counseling by the Program Director, the first two (2) visits will be covered at the University’s expense. If a student refuses to go for counseling, the issue will be referred to the Professional Misconduct Committee. The costs of any additional visits are the student’s responsibility.
Degree Completion

Acceptance into the University and payment of tuition (on a trimester by trimester basis) is not a contract assuring that the student will graduate with the degree for which he/she applied. Graduation will depend on a satisfactory grade point average, professional conduct, issues of safety, and the satisfactory completion of clinical internship/fieldwork and exit exams (where applicable). Students in the First Professional DPT program must also complete their courses in their final trimester in order to participate in the commencement ceremony.* This Handbook and the course syllabi detail what is considered “satisfactory.”

The following requirements must be met for a student to be eligible for graduation:

- Each student must satisfactorily complete all academic and clinical courses and be in academic good standing.
- All fiscal obligations to the University or its subsidiaries must be paid in full.
- The student must submit an application for graduation one (1) trimester prior to the proposed date of graduation.
- The student must attend at least one (1) approved professional conference.

*Should a student be unable to successfully complete part of the final coursework but has successfully met all other degree requirements including the exit examination, the student may be allowed to walk at commencement with the respective cohort class. The candidate will sign an acknowledgement regarding participation in the ceremony. The candidate will be “hooded” during the ceremony, but will not receive a diploma. If the coursework is completed within the first seven (7) days of the subsequent term, the diploma and transcript notation will reflect the cohort’s conferral date. Should the coursework be completed after the first seven (7) days of the subsequent term, the diploma will be issued and transcript notation will be dated to reflect the subsequent conferral date upon degree completion.

Dual Degree Option

Dual-degree-option students who elect not to return to the University to pursue the DPT portion of the program immediately after earning the MOT degree must submit a program withdrawal form to the Registrar’s Office by midterm of the last trimester of the MOT program.

Dual-degree-option students who want to complete the DPT portion of the program through the Flex DPT program must submit a Program Change Request Form to the Registrar’s Office by
midterm of the last trimester of the MOT program. This form is located on the myUSA portal Students tab.

**Duplicating (St. Augustine)**

Students may request that the Faculty Office Assistant make copies that will be used for student presentations on or off campus. Last minute copying requests for student presentations may not be granted. To assure the material is available on time, copy requests should be submitted 24 hours ahead of the scheduled presentation.

**Employment**

Outside employment is strongly discouraged for full-time First Professional students.

Students wishing to be employed in on-campus student employee positions must meet the following requirements:

- Minimum 3.0 USA GPA
- In good standing at USAHS
- Second term or more (some exceptions may apply)

Students should refer to www.usa.edu, Employment Opportunities for more information and application.

**Exit Examinations**

All students in programs requiring exit exams are required to pass the exit examinations. These exams are designed to test the retention and integration of cognitive and clinical skills. They are given prior to a student’s scheduled graduation.

**Expected and Maximum Completion Timeframes**

There are three program options with expected completion timeframes for First Professional students.

- Full-time DPT/MOT/MOA
  - DPT expected completion is seven (7) terms
  - MOT expected completion is six (6) terms
  - MOA expected completion is six (6) terms

- Flex DPT/MOT
  - DPT expected completion is 12 terms
  - MOT expected completion is nine (9) terms

- Dual Full-time MOT/DPT
  - Expected completion is 10 terms

When a student’s regular completion timeframe changes due to academic or personal reasons, the following maximum timeframes for completion apply:
• Full-time DPT maximum completion is 11 terms
• Flex DPT maximum completion is 18 terms
• MOA maximum completion is nine (9) terms
• Full-time MOT maximum completion is nine (9) terms
• Flex MOT maximum completion is 14 terms
• Dual MOT/DPT maximum completion is 15 terms

Note: Only under extenuating circumstances approved by the Program Director will a student be allowed to transition to part-time status in which the following maximum timeframes to complete the graduation requirements apply:
• Part-time DPT maximum completion is 14 terms
• Part-time MOT maximum completion is 12 terms

Faculty Advisors
A Faculty Advisor will be appointed for each student. This advisor will serve in two capacities. The first is to advise the student on academic matters, and the second is to assist in professional development. Should a student wish to change advisors, he/she should meet with the appropriate Program Director.

Fingerprints and Criminal Record
Students acknowledge that their fingerprint results and criminal arrest/conviction record may limit internship placement availability and that internship placement is a requirement for graduation from the USAHS. In addition, graduation from USAHS does not guarantee licensure or employment. A student’s arrest/conviction record may also affect eligibility for licensure as requirements vary from state to state. It is the student’s responsibility for understanding the licensure requirements for the state(s) in which they intend to seek licensure.

Enrollment at USAHS is at the student’s own risk and is not a guarantee of graduation, licensure, or employment.

Good Academic Standing, Academic Progression Warning, Academic Progression Probation, Dismissal
Good Academic Standing
Prior to completion of 58 credits, it is expected that a student will meet the following minimum criteria:
• Complete at least 75% of all credits attempted each trimester
• At the completion of the first trimester (or 17 credit hours for OT and PT; 15 credit hours for MOA) have a GPA of 2.0
• At the completion of the second trimester (or 36 credit hours for OT and PT; 34 credit hours for MOA) have a GPA of 2.3

Failure to meet any of the above criteria will result in the following actions:
Students will be issued an Academic Warning and will be required to meet with their Faculty Advisor to develop a plan to improve their academic study. If a student fails to meet the Satisfactory Academic Progress criteria for two (2) consecutive trimesters, they will be placed on Academic Progress Probation and will be required to meet with the Academic Progression and Retention Committee (APRC).

The University requires that all students enrolled in the professional education programs have a 2.50 GPA after the completion of the third (full-time) trimester or 58 credits for OT and PT, and 54 credits for OA in the academic curriculum to continue in the respective program. If a student does not achieve this level they are dismissed from the program.

**Academic Progression Warning**

1. An emailed letter of academic concern will be issued to any student who has a grade at midterm below a C level. The intent of the concern letter is to notify the student of less than satisfactory academic progress and the potential for course failure. A student receiving an academic concern email letter at midterm must first contact by phone, email, or in person with the instructor(s) for the course(s) within one (1) week of receipt of the concern letter. The student and course instructor(s) will discuss the student’s performance, and the student will develop a plan, approved by the instructor, to improve future performance. The student must then inform his/her advisor of the plan. If a student does not contact his/her course instructor and advisor, a note will be placed in the student’s academic file noting the failure to comply with this policy.

2. An Academic Warning will be given to any student who is not in academic good standing at the conclusion of any trimester. The intent of the academic warning is to notify the student of less than satisfactory academic progress. A student receiving an academic warning at the end of the trimester must contact his/her advisor during the first week of the subsequent trimester and develop a plan, approved by the student’s advisor, to improve future performance.

**Academic Progression Probation**

- A student who makes a grade below a C in any course will be placed on academic probation and must undergo remediation and repeat the course for credit. Such students will be made aware in writing that they are at risk for failure to complete the program.
  - A student who is no longer in good academic standing must meet with the instructor and his/her Faculty Advisor to develop a plan for remediation and monitoring. The plan may allow him/her to take additional coursework with the approval of the Program Director.
  - The student must receive a grade of C or better on the course retake to progress academically.
  - If the student receives a grade of C or better, the student will be taken off Academic Probation.
If the student receives a grade below C when retaking a course, the student will be dismissed.

- Any student who is on probation may not participate in any work-study program unless approved by the Program Director. Students placed on probation are at risk of not graduating from the University and not passing the national board exams.
- Any student who does not successfully complete the coursework necessary to exit probation may be at risk of being denied federal financial aid due to not maintaining Satisfactory Academic Progress.

Dismissal

1. A student will be dismissed from the program if
   - an F is received in any course;
   - two grades of D are received;
   - a student receiving a failing grade during fieldwork/internship is also subject to this policy (See the Clinical Education section of this Handbook for Student Policies Related to Clinical Education); or
   - after the completion of 58 credits, the student has a grade point average below 2.5.

2. The Registrar notifies the APRC and the Program Director of any students who are being recommended for academic dismissal. The student will be notified of his/her dismissal by the Registrar.

3. A student may appeal the dismissal to the Academic Appeals Committee/Program Director (see Academic Evaluation and Right of Appeal). If an appeal is successful, a re-admission agreement between the student and the Program Director (or dean) is made that documents the conditions for continuation at the University. Re-admission agreements can only be appealed if there are mitigating circumstances and an appeal can be made only to the University President.

4. When a student is suspended for academic probation or for professional misconduct he/she will turn in his/her student ID badge to the Registrar and remain off campus. Students may visit a campus if they have made an appointment by phone with their Faculty Advisor or Registrar and restrict their activities to that appointment.

Health Records

Each student is required to provide a completed Student Medical Record form to be kept on file by the Clinical Education Office. Failure to submit the student medical record form will prevent the student’s participation in practicum, internship, and fieldwork clinical experiences. Detailed instructions regarding required medical records are sent to new students prior to registration. Required medical forms are due to the Clinical Education Office by the date provided each term.

Health Services

All students are required to carry health insurance. Proof of health insurance must be provided to the Clinical Education Office each trimester.
The University is not licensed to provide health care services.

- **St. Augustine campus**
  Flagler Hospital has a twenty-four hour emergency service. For non-emergency care, the University contracts with a family practice physician to provide non-emergency care:
  
  Dr. James Connor  
  1851 Old Moultrie Road  
  St. Augustine, FL 32086  
  904-824-8088  
  Additionally, there are local walk-in clinics that are equipped to provide emergency and non-emergency care.

- **San Marcos campus**
  Emergency services are available at the following locations:
  
  Palomar Medical Center  
  Tri-City Medical Center  
  555 E. Valley Parkway  
  Escondido, CA 92025  
  4002 Vista Way  
  Oceanside, CA 92056

- **Austin campus**
  Emergency and non-emergency medical services are available at the following Austin locations:
  
  St David’s Urgent Care  
  Nextcare Urgent Care  
  5700 West Slaughter Lane  
  Austin, TX 78749  
  6001 West William Cannon Drive #302  
  Austin, TX 78749  
  512-394-0020  
  512-288-3627

  Austin Immediate Care  
  St Davis South Austin Medical Center  
  5000 West Slaughter Lane #100  
  Austin, TX 78749  
  901 West Ben White Boulevard  
  Austin, TX 78704  
  512-282-2273  
  512-447-2211

  Seton Southwest Hospital  
  University Medical Center at Brackenridge  
  7900 Farm to Market 1826  
  Austin, TX 78737  
  601 East 15th Street  
  Austin, TX 78701  
  512-324-9000  
  512-324-7000
Liability Release and Claim Waiver

Upon acceptance, students are asked to sign a general waiver of liability form on behalf of the University prior to their participation in any athletic or extracurricular event while in residence. A copy of this form is located in the myUSA portal Students tab. These forms are placed in the student’s file for record keeping purposes.

Lockers

On the St. Augustine, San Marcos and Austin campuses, lockers are not assigned and are therefore on a first-come, first-served basis. Students must supply their own locks and remove these locks at the end of each term. All lockers are subject to search at any time as they are considered University property.

Lockers are located in the following locations:

- San Marcos campus: Hallway by the library and first floor of Building C
- St. Augustine campus: Academic building in the first floor lavatories
- Austin campus: Buildings A and B on the upper level near the amphitheater classroom

Orientation

All new First Professional students are required to attend orientation. Orientation activities include payment of tuition, submission of vehicle registration information required for parking decals, introduction to university departments, and a review of the Student Handbook.

Parking

In addition to parking policies listed in the general section of the Handbook, First Professional students who park on campus must display a current, valid parking decal. Each incoming student will be issued a parking decal at new student orientation. This decal is valid while a student is enrolled at the University. The decal must be used only by the student to whom it was issued. Replacement or additional decals can be purchased in the University Gear Store for $10.00.

Students must provide a copy of their vehicle registration as part of the new student registration and when purchasing a replacement decal.

Students are responsible for updating the University whenever any changes occur to their vehicle type or license tag. This can be done through the myUSA portal Students tab.

Students are required to permanently affix the decal to the back window on the driver’s side of the vehicle; motorcycle decals must be permanently affixed to the front screen. If a valid decal is not displayed, the automobile will be subject to ticketing, booting, or towing, and any subsequent charges will be the student’s responsibility.
Flex/MOA St. Augustine Campus

Flex and MOA students follow the same parking policy as First Professional students and may use the permanent University student parking lot. (Note: After 5:00 p.m. students may park in the west and south visitor/staff/faculty parking lots).

Flex San Marcos Campus

North County Transit offers a public transportation system called the Sprinter. The closest station to the campus is San Marcos Civic Center Station (#12). It is about ¾ mile from this station to the campus. There are currently no public bus options to the campus. For more information about light rail, visit [http://www.gonctd.com/sprinter_stations.htm](http://www.gonctd.com/sprinter_stations.htm). Students can ride the Sprinter and bike/walk to the campus. There are bike racks available for individuals biking to school. Always secure your bike with appropriate applied chain and lock.

Student parking permits will be available at registration each trimester. Students are required to affix this permit to the driver’s side rear of their vehicle and motorcycles are required to affix it to the front screen. If such permit is not displayed, vehicles will be subject to ticketing, booting, or towing, and any subsequent charges the student’s responsibility.

Students are permitted to park in any of the parking spots on the perimeter of the two buildings excluding designated visitor, handicapped, or carpool spots unless the appropriate parking permit is displayed.

Any students who are parked in unapproved spots in the parking lot will be issued a citation of $50.00 by the University. The parking citation money will go to the SPTA and SOTA organizations. Students are responsible for any parking tickets received from the city for improperly parking on the street.

Flex/MOA Austin Campus

Students are permitted to park in any of the parking spots on the perimeter of the three (3) buildings, excluding designated visitor or handicapped spots unless the appropriate parking permit is displayed. All University of St. Augustine for Health Sciences students are responsible for any parking tickets received for improperly parking on the street.

Program Change

All program change requests will be considered on an individual basis and are contingent upon space availability.

Incoming Students

Incoming (new) students who want to request a change of their admission to another degree program must make a request in writing (email is acceptable) to the Director of Admissions at least six (6) weeks prior to the start of the trimester. To be considered, the student must have successfully completed all of the required prerequisites for the program to which he/she is requesting change. The Director of Admissions will notify the student via email of the outcome of the request. Please note: The start and completion dates of students who change degree programs may be extended.
First Term Students

Program Change Request Forms must be submitted to the student’s current Program Director by midterm of the first trimester. Program change requests not received by the midterm deadline will be considered during the subsequent trimester. To be considered, the student must have successfully completed all of the required prerequisites for the program to which he/she is requesting change.

Second Term (and Beyond) Students

Program Change Request Forms must be submitted to the student’s current Program Director by midterm of the current trimester.

Program Change Request Process for Current Students

In order to be considered for a program change, a student must

- be in good academic standing at the time of the request: program change requests will not be considered from students who are currently remediating or retaking coursework, who are under review for appeal or professional misconduct, or who are on academic probation; program change requests from students who are on approved leave of absence will be considered;
- complete the Program Change Request Form located in the myUSA portal Students tab;
- submit the completed form to
  - Faculty Advisor,
  - The current Program Director,
  - The Program Director of the degree program to which the student is seeking transfer,
  - Director of Admissions (The Director of Admissions will approve only if the student has successfully completed all of the required prerequisites for the program to which he/she is requesting transfer),
  - Clinical Education Director, and
  - Registrar;
- once the Program Change Request Form has been considered by all applicable administrators, the student will be notified of the outcome via email by the University Registrar;
- USAHS scholarships are not transferable from one program to another; and
- changing programs may extend the degree completion date.
Program Change Curricular Pathways

<table>
<thead>
<tr>
<th>MOT or Dual to DPT</th>
<th>Complete second trimester DPT courses over two (2) consecutive trimesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT to MOT</td>
<td>Complete the second trimester of the MOT program as scheduled plus Foundations of OT as an independent study</td>
</tr>
<tr>
<td>MOA to MOT</td>
<td>Complete Skills &amp; Procedures, Foundations of OT, and Massage (Dual only) in one trimester, then enroll in the second trimester of full-time MOT program</td>
</tr>
<tr>
<td>MOA to DPT</td>
<td>Complete Skills &amp; Procedures, Massage, and Physical Therapist Practice I in one trimester, then enroll in the second trimester of full-time DPT program</td>
</tr>
<tr>
<td>Flex to Full-Time</td>
<td>Contact the director of the full-time program to discuss curricular pathway</td>
</tr>
<tr>
<td>Full-Time to Flex</td>
<td>Contact the Flex program manager to discuss curricular pathway</td>
</tr>
</tbody>
</table>

Re-enrollment Timelines

A USAHS First Professional program graduate who decides to seek admission to another USAHS First Professional degree program must enroll within three (3) years of his/her graduation date or he/she may be required to retake foundational (HSC) coursework and complete additional internship/fieldwork experiences. To be considered for admission to another First Professional degree program, a USAHS graduate must submit to the Admissions Office a completed application for admission; however, transcripts and GRE score reports do not need to be resubmitted with the new application.

Dual degree students who delay beginning the DPT portion of the program after receiving the MOT degree must reenroll in the DPT program within three (3) calendar years or they may be required to complete additional foundational coursework and/or internships in order to complete the second degree. To re-enroll, a returning Dual student must notify the University Registrar in writing (email is acceptable) of his/her intent to resume classes at least six (6) weeks before the start of the trimester.

Student Honor Council (St. Augustine, Austin)

Purpose of the Honor Council

The Honor Council is composed of elected representatives from the First Professional students who serve to perpetuate our academic community’s dedication to integrity, professionalism, and ethical standards as set forth by the University of St. Augustine for Health Sciences Student Code of Conduct. This assembly recognizes that each student member of our academic community must display a personal commitment to our impeccable values and honor code in order to maintain an atmosphere of trust and respect. The Honor Council functions by
providing leadership to model professional behavior, supporting and actively perpetuating the Honor Council mission, and providing a mechanism for responding to lapses in the Code of Conduct.

Students should refer to myUSA, Students tab, Handouts for more information.

**Student Membership in Professional Associations**

All University of St. Augustine students must be members of their respective professional associations (APTA, AOTA, or ASOA). Dual students will be members of both professional associations (MOT during first six [6] trimesters; DPT during last four [4] trimesters). Current students will be asked to show proof of membership each term as part of the practicum courses. MOT students will also need to provide evidence of state membership (OTAC for San Marcos, FOTA for St. Augustine, and TOTA for Austin).

**Student Associations**

The first trimester students will be assessed a one-time mandatory student activity fee of $20.00. This fee is subject to change.

Examples of activities covered by the student association fee include but are not limited to

- authorized University functions,
- community awareness programs, and
- miscellaneous pre-approved events.

This fee is allocated for campus-based student professional associations. Physical therapy students will be members in the Student Physical Therapists Association (SPTA) organization. Occupational therapy students will be members in the Student Occupational Therapy Association (SOTA) organization. Dual degree students will be members of SOTA in the first half of the dual degree program and SPTA in the second half. Orthopaedic Assistant students will be members in the Student of Orthopaedic Assistants Association (SOAA). Student representatives from all classes and programs meet monthly with Program Directors to share information and discuss concerns.

All student events are to be coordinated through these associations with all allocated monies to be controlled by the SPTA, SOTA, and SOAA organizations. All functions/events involving the University or the use of its name require prior review and written approval by (1) the respective Program Director and (2) the University’s director of marketing. Possible examples of University-sanctioned events might include community/charitable events such as the annual 5K run and University or departmental picnics/celebrations. A student-organized off-site baseball team would be an example of a non-University event that could be supported by the student associations but would need approval if the University name was used.

The SPTA, SOTA, and SOAA organizations operate independently; however, financial support may be provided upon agreement of the supporting organization. Any use of funds requires two (2) signatures from current officers of the respective organizations.
**Student Retention Program: Tutoring**

Based on availability, students who have a documented need (course average below 75%) for assistance in a class may request tutoring. This request for a tutor needs to be signed by the student’s instructor who verifies the at-risk need by signing the Tutor Request Form. Students obtain the form and return it signed by the instructor to the faculty advisor, Administrative Assistant or Student Services Advisor in charge of the Tutor Program. Availability of tutors is not guaranteed.

The Tutor Program manager will indicate the name and phone number of a recommended tutor on the bottom of the form and explain that it is the responsibility of the student to contact the tutor directly to arrange a mutually convenient schedule.

If the student is requesting a tutor before there is a grade to verify a course average below 75%, the student may receive tutoring with faculty permission until midterm. At midterm, the tutoring need will be re-evaluated.

**Substitution of Coursework (PREREQUISITE COURSEWORK ONLY)**

Substitution of coursework only applies to prerequisite admission courses. Applicants may petition the Director of Admissions to substitute a similar course or group of courses for a prerequisite. The petition should include a Catalog course description and a syllabus. Approval for substitution depends on course level and content as compared to the pre-requisite course. The Director of Admissions, in collaboration with the Program Director, will determine if the substitution is approved or denied and will notify the applicant of the decision.
POST-PROFESSIONAL PROGRAMS POLICIES AND PROCEDURES

Contact Information

A student should contact the University when he/she requires guidance or assistance with the online education degree programs, but only after consulting this Handbook.

Each individual online degree program will email timely notices and information. Official letters will be sent to students after any review of academic progress or other actions critical to the progression in the academic program. Students will be able to access course grades and final grades online. The University Registrar will issue a user name and password to access grade information on the Students tab on the myUSA portal. Students will also receive periodic newsletters from the program Administrative Assistant. These newsletters will keep students in touch with the academic program and its offerings.

Correspondence

All correspondence should be emailed to the Administrative Assistant or Program Director listed below.

Telephone—Please have the Student Handbook available when you make calls:
Main Number: 904-826-0084 or 800-241-1027
- Ask for the Administrative Assistant
- If the assistant is unable to answer your question, you may be directed to contact the Program Director

Master of Health Science in Athletic Training

Dr. Jordan Utley, PhD, LAT, ATC  
MHScAT Program Director  

jutley@usa.edu  801-710-3535

Gloria Doherty, Sr. Administrative Assistant  
gdoherty@usa.edu  ext. 1283

Doctor of Health Science and Doctor of Education

Betina Malhotra, PhD  
DHSc, EdD Programs Director  

bmalhotra@usa.edu  ext. 1370

Gloria Doherty, Sr. Administrative Assistant  
gdoherty@usa.edu  ext. 1283

Transitional Doctor of Physical Therapy

Jodi Liphart, PT, DHSc, NCS  
TDPT Program Director  

jliphart@usa.edu  ext. 1230

Barbara Brock, Administrative Assistant  
bbrock@usa.edu  ext. 1342

Transitional Doctor of Occupational Therapy

Dr. Karen Rathgeber  
TDOT Program Director  

krathgeber@usa.edu  ext. 1343

Barbara Brock, Administrative Assistant  
bbrock@usa.edu  ext. 1342
**All Programs**

Cindy Mathena, Dean of Post-Professional Studies  
cmathena@usa.edu

Technical support  
techhelp@usa.edu

**Being Prepared**

A student’s success in this program is based on his/her ability to use technology. If at any time a student finds himself/herself lost or with questions he/she can try one of the following options:

- Check the *myUSA* portal Online Education tab for problem solving advice
- For more helpful information see links provided at [http://usa-document.com/is/](http://usa-document.com/is/)
- Contact the program Administrative Assistant

**Capstone Project**

tOTD

It is an expectation of the University for doctoral students to contribute publishable works considered valuable to the field of occupational therapy. The Capstone Project is a summation of the body of knowledge learned during the degree program. It is designed to assist the student in critically reviewing professional literature and expressing ideas using a scientific style of writing; therefore, a degree audit is necessary at the completion of all coursework to determine if the student meets the requirement to progress into the final phase of the program. This final phase, the Capstone sequence, allows students to focus on the development of a project, report, or research study and application of this valuable information to make a positive contribution to the profession.

In summary, Capstone I is the project proposal phase, including requesting approval from the University’s Institutional Review Board (IRB), if the project requires approval. Capstone Projects involving human subjects or data collection must be approved by the IRB. The IRB meets several times each trimester to review project proposals. The Faculty Advisor will inform the student about strictly enforced IRB submission deadlines and information regarding the IRB process should it become a component of the Capstone Project. Capstone II is the project or research development and implantation phase. These manuscripts will require a good deal of time commitment and assistance from an assigned Faculty Advisor. It is anticipated that, after completion of this written project, a student will be ready to submit the manuscript to an appropriate journal for review and possible publication or be able to submit the material for an oral or poster presentation at a professional meeting. The final Capstone Project may take the form of one of the following options:

- Community Service Project or Product Demonstrating Excellence (PDE)
- Case Report
- Publishable Article including Perspective Paper, Clinical Commentary, or Clinical Research
Finally, all Capstone Projects are required to be presented at the University prior to graduation. The results of the project are shared through a poster presentation required for completion of the one-credit Residency course, which requires a one day on-campus attendance scheduled the day of the student’s graduation ceremony.

**Course Prerequisite**

- For USAHS alumni with a master’s: Completion of coursework (a minimum of 24 academic credits)
- For student with a master’s: Completion of coursework (a minimum of 29 academic).
- For student with a bachelor’s: Completion of coursework (a minimum of 54 academic credits)

**Course Instructions**

The Capstone Project sequence is a total of six (6) credits, divided into three (3) courses:

- OCT 6150 Capstone Project I is one (1) credit
- OCT 6497 Capstone Project II is four (4) credits
- OCT 6400 Residency is one (1) credit

1. The student registers for Capstone I—for one (1) credit.
2. The student completes the written assignments including the Capstone proposal. The Capstone I Faculty Advisor evaluates the Capstone proposal and works with the student to make revisions as needed.
3. The Capstone I advisor will make an initial determination if an IRB application will need to be completed. If so, a first draft will be completed in Capstone I.
4. Once Capstone I requirements are satisfactorily completed, a grade is submitted and the student is awarded one (1) credit.
5. The student has a one (1) trimester time frame for full completion of Capstone I course.
6. The Program Director assigns a Capstone II Faculty Advisor based on the Capstone topic.
7. The student registers for Capstone Project II—for four (4) credits.
8. The Capstone II Faculty Advisor and the student will make the final determination whether IRB approval is required following IRB guidelines.
9. If required, the IRB application is completed and submitted for IRB approval.
10. The student completes the written assignment and submits it to the Faculty Advisor. Revisions are made as necessary. Multiple revisions may be necessary until the University is satisfied that the criteria have been met and the case report or article is deemed publishable.
11. A PowerPoint presentation is virtually presented to the Capstone II Faculty Advisor and Program Director at least two (2) weeks prior to the intended graduation.
12. When the Faculty Advisor determines the manuscript and presentation of the project met University standards, he/she submits a grade and the student is awarded four (4) credits.
13. The final version of the Capstone Project is to be completed within two (2) trimesters after approval of the proposal.
14. The student registers for Residency—for one (1) credit—to formally present results of the Capstone Project within a poster presentation venue at the University. This presentation is scheduled on the same date the student intends to attend graduation ceremony; therefore, limiting on-campus attendance to one visit during the entire program.
15. When the Program Director determines the Poster Presentation met University standards, he/she submits a grade and the student is awarded one (1) credit.

TDPT

Before a student can register for Capstone I, a degree audit will be completed by the Program Director to approve the progression into the final phase of the degree program. Capstone I is a reflection of a student’s curriculum and project proposal phase. Capstone I must be completed prior to registration for Capstone II.

The University is searching for ways for a doctoral student to make a contribution to the profession and has elected to promote the value of publishable case reports and/or articles reflecting information important to the profession. The Capstone Project is a summation of the body of knowledge learned during the degree program. It is designed to assist the student in critically reviewing professional literature and being able to express ideas using a scientific style of writing. These manuscripts will require a good deal of time commitment and assistance from an assigned Faculty Advisor. It is anticipated that, after completion of this written project, a student will be ready to submit the manuscript to an appropriate journal for review and possible publication or be able to submit the material for an oral or poster presentation at a professional meeting.

Completion of this course requires submission and grading of a written manuscript. If the student is in a certification track, the topic must be in the student’s certification area and related to physical therapy practice in that specialty area.

Option A: One Case Report

A case report for publication is a detailed presentation, analyzing a particular real life patient case. It should be well reasoned and referenced showing a depth of comprehension and understanding, as well as exhibiting learning and reasoning sufficient for a publishable product in a peer-reviewed journal.

Recommended Text: Writing Case Reports, 2nd. ed., by Irene McEwen (APTA Publication, 2001)

Option B: One Article

An article may take one of the following forms:

- Literature Review: critical analysis of literature on a specific topic of interest to PTs
- Perspective: scholarly paper addressing professional issues
- Descriptive Technical Report: describes, evaluates, and documents the specification or mechanical aspects of a device used by PTs in intervention or measurement

**Course Prerequisite**

- For student with a master’s: Completion of coursework (a minimum of 19 academic credits).
- For the student with a bachelor’s: Completion of coursework including required courses (55 academic credits)
- All students: 2.25 overall GPA or 2.50 for students accepted into the program after January 1, 2012.

**Course Instructions**

The Capstone Project is a total of five (5) credits, divided into two (2) courses:

- PHT6496 Capstone Project I is one (1) credit
- PHT6497 Capstone Project II is four (4) credits

1. The student registers for Capstone Project I—for one (1) credit.
2. Capstone I is an online course.
3. The student completes the online course and the written assignments including the Capstone proposal.
4. The course instructor assigns a Faculty Advisor.
5. The Faculty Advisor evaluates the capstone proposal and works with the student to make revisions as needed. When the Faculty Advisor considers the proposal completed, he/she submits a grade and the student is awarded one (1) credit for Capstone Project I. The student has a one (1) trimester time frame for full completion of Capstone I course.
6. The student registers for Capstone Project II—for four (4) credits.
7. The student completes the written assignment and submits it to the Faculty Advisor. Revisions are made as necessary. Multiple revisions may be necessary until the University is satisfied that the criteria have been met and the case report or article is deemed publishable. When the Faculty Advisor decides that the manuscript has met University standards, he/she submits a grade and the student is awarded four (4) credits. The final version of the Capstone Project is to be completed within two (2) trimesters after approval of the proposal.

**Grading**

Capstone Project I is Pass/Fail and Capstone Project II is awarded a letter grade. The assigned Faculty Advisor will determine when the submissions have met the University’s criteria.
The University has developed a proposal format and criteria sheets for grading your manuscript. Contact the University prior to commencing your manuscript in order to follow the required format.

Clinical Residency
tDPT

A student may choose to complete a clinical residency under the supervision of a mentor rather than completing the capstone experience. The Residency option needs to be decided early in the program to allow time for the approval process and to complete residency requirements. The following information details the residency and mentor standards.

The Residency Site

A clinical residency site is an approved site where there is quality physical therapy care being delivered in the area in which the student wishes to specialize. The Transitional DPT Program Director will work with the student to set up a residency and will monitor the student’s progress throughout the residency. It is the responsibility of the student to seek out and make arrangements with the clinical site and mentor. The University may be of some assistance in providing potential sites/mentors through its network of graduates and clinical education sites. Established Residency Credentialed Programs offered through other universities or clinics may also be utilized as long as they meet our requirements. Any site which has been approved as an APTA Clinical Residency/Fellowship Credentialed Program would receive favorable consideration by the University.

If a student is interested in a clinical residency in orthopaedics or a fellowship in manual therapy through the University of St. Augustine, he/she will work with the University’s Residency/Fellowship Director to establish the specific requirements for the program. The Clinical Orthopaedic Residency and the Fellowship in Manual Therapy through the University of St. Augustine each have specific applications, separate from the Transitional DPT program.

The duration of employment at the residency site is to be not less than nine (9) months or 1,500 hours. The 1,500 hours may be taken over the nine (9) months or over a more extended period of time in the case of part-time employment. Once the 1,500 patient hours and 200 hours of educational activities have been completed, the student will receive five (5) credits toward the Transitional DPT degree. The Clinical Orthopaedic Residency and the Fellowship in Manual Therapy here at the University of St. Augustine will have additional requirements.

The clinical residency site must be able to provide to the student a sufficient patient load in the area of specialization being sought. Sufficient is defined as being 80% of the patient load in the area of specialization.

Characteristics of a quality clinical residency site include the following:

- An invigorating environment
• Learning objectives targeted to specific needs of the student
• Ethical practices in the clinic
• Congruent patient care philosophy between the site and University
• Administrative support of clinical practice
• Effective staff communications
• Commitment to professional development
• Sufficient support services
• Adequate space and staff for patient load

**Residency Standards**

The University has adopted the following standards to be met by all residency sites:

- Minimum of 1,500 hours of direct patient care hours (approximately nine [9] months of full time clinical work in the area of specialization)
- No more than six (6) residents to one (1) approved mentor; the mentor may supervise residents at more than one (1) site and may bring the residents together for group activities
- Minimum of 200 hours of didactic and clinical activities as follows:
  - 130+ clinical hours of 1:1 (one-on-one) with the mentor, with not less than 75% (i.e., 97.5 hours) with the mentor observing the resident with the balance being the resident observing the mentor
  - 10+ hours of case presentations to the mentor and staff
  - 10 articles reviewed (journal club) with mentor

One (1) credit is awarded for each forty (40) hours of one-on-one mentor time, case studies, and other designated learning activities. If five (5) hours per week were given to such activities, then a total of five (5) credits would be earned in a forty (40)-week period. All educational hours must be documented in the Residency Journal and appropriately signed by the mentor. If the minimum of five (5) credits is not achieved within the 1,500 patient care hours, then the residency must be continued until the educational requirements are met.

**The Mentor**

A physical therapist mentor will have a post-professional degree that specializes in the clinical area being sought by the student. A mentor will need to have some or all of the following qualifications:

- At least two (2) to five (5) years of clinical experience in the area of specialization
- APTA Board Specialization or other recognition/certification in the area of specialization, preferred
- Teaching experience (academic, continuing education presentations, and/or clinical instructor)
- Actively engaged in patient care
• Able to spend 1:1 clinic time with the resident
• Agrees with and upholds the patient care philosophy of the University.

Responsibilities of the Mentor
The mentoring activity is a significant portion of the residency in terms of the student’s learning. During the 1,500-hour clinical residency, the mentor is responsible for facilitating learning for the resident by

• assisting the resident in developing residency objectives and goals;
• supervising the resident in direct patient care by instructing and refining treatment and evaluation techniques a minimum of three (3) direct hours a week;
• coordinating a weekly meeting of journal club, case presentations, and article review;
• providing other mentors to assist the resident in achieving objectives;
• meeting with the resident once each month to review and revise the resident’s objectives;
• providing critique and guidance to the resident for the development and submission of case reports and poster/platform presentation;
• conducting a weekly review and signing of the Residency Journal;
• assisting or providing guidance in the development of effective communication with the physical therapy staff, other health professionals, and community at large;
• identifying the resident’s success or lack of success in maintaining responsibility of achieving objectives; and
• evaluating the resident’s skill level and reporting the results to the University at least once per trimester.

Financial Arrangements with the Site
The financial arrangement between the student, the residency site, and mentor is a matter of agreement between those three entities. The University will not be a party to the negotiation nor will it have any financial arrangement with the site or mentor. We hope that the site, which may discount the normal salary exchange for mentoring time, will be generous with their time.

Registering for Clinical Residency
If a student is electing to complete a Clinical Residency in lieu of the Capstone Project, it is important to contact the University as soon as possible to plan and discuss the Clinical Residency. The Program Director will assist the student in completing the appropriate forms and planning the educational requirements. For further information, contact the Transitional DPT Program Director.
Computer Equipment
Online students will be required to have access to or have their own computers. Check the myUSA portal Online Education tab for the most updated software requirements.

Course Availability (for Distance Learning and Electives)
It is the student’s responsibility to verify the availability of a course and to make scheduling adjustments if he/she finds he/she must take the course during a particular trimester so his/her progress through the degree program will not be delayed.

Course Schedules
If a student moves through his/her coursework with a cohort group, he/she will have weekly assignments due along with his/her fellow classmates. It is the student’s responsibility to check the syllabus for due dates.

If an online course is self-paced, a student may complete assignments as he/she is ready. However, the student will be provided with a timeframe or due date for completion of the course. It is the student’s responsibility to check the syllabus for complete information on schedules, assignments, and due dates.

Degree Completion
Acceptance into the University and payment of tuition is not a contract assuring that the student will graduate with the applied for degree. Graduation will depend on a satisfactory grade point average, professional conduct, and the satisfactory completion of all degree requirements. The following requirements must be met for a learner to be eligible for graduation:

- Each learner must satisfactorily complete all degree requirements and be in academic good standing.
- All fiscal obligations to the University or its subsidiaries must be paid in full.
- Should a student be unable to successfully complete part of the final coursework but has successfully met all other degree requirements, the learner may be allowed to walk at commencement. The candidate will sign an acknowledgement regarding participation in the ceremony. The candidate will be “hooded” during the ceremony, but will not receive a diploma. If the coursework is completed within the first seven (7) days of the subsequent term, the diploma and transcript notation will reflect the expected conferral date. Should the coursework be completed after the first seven (7) days of the subsequent term, the diploma will be issued and transcript notation will be dated to reflect the subsequent conferral date upon degree completion. The graduate will have the option of participating in the commencement ceremony subsequent to degree completion to receive the diploma.

Once all coursework and assignments have been completed, the Administrative Assistant will provide the student with a link to the graduation application.
The Administrative Assistant will send the student the link to complete the graduation application. The application must be completed 60 days prior to the expected commencement. Refer to the Academic Calendar in this Handbook to identify the due date for applications for the upcoming graduation.

The Program Director will perform a degree audit to verify completion of the minimum number of credits, the overall GPA as follows:

- tDPT – 2.25 or 2.50 for students accepted into the program after January 1, 2012
- DHSc – 3.0
- EdD – 3.0
- tOTD – 3.0

The Bursar’s Office will assure that all fiscal obligations to the University or its subsidiaries have been met in full.

Commencement ceremonies are held three (3) times per year—April, August, and December. See the Academic Calendar in this Handbook or the myUSA Students tab for dates.

**Dissertation Committee**

**DHSc and EdD**

The Dissertation Committee must consist of three (3) official, qualified, and approved members:

1. Primary Adviser/ Dissertation Committee Chair (this person must have a terminal degree in the specific area of research that the student is conducting*).
2. A Secondary Adviser (this person will be the cohort advisor).
3. Department Director - or an approved alternate.

The student has the first right of selection for the committee chair. This means the student can propose the selection of his/her own Dissertation Committee Chair. However, if the student cannot find, or does not know of anyone, then USA will find appropriate members for the committee. If a student needs the department to find advisers, he/she needs to notify the department utilizing the Dissertation Committee proposal form.

* Please be advised that it is generally frowned upon in the Doctoral Educational community to hire another person to do the statistics. Students are free to enlist the help of a technician (personal responsibility) for the purpose of number crunching and data entry, however these persons do not inform the student on the statistical decisions or on the analysis of the research; only the student can do that, as only the student has reviewed the literature in the field to the level that is necessary to make such critical interpretations of data. Please also note that "Statistics" is not considered a subset of the research, and thus generally a statistician would not qualify as a member of the dissertation committee.
Approved committee members will be issued a small honorarium by USA for their service to the student and the community; thus official paperwork will need to be processed and this form will serve as the initiation of that process.

**Advancing To Candidacy**

In a Doctoral program there are specific provisions that are required to be met – prior to the students “Advancing to Candidacy” and becoming eligible to conduct Doctoral Research.

There are Five Features that are required to be complete to Advance to Candidacy:

1. 48 credits of Course Work must be successfully completed.
2. The Qualifying Examinations must be successfully completed.
3. A Dissertation Committee must be proposed and approved.
4. A Formal Dissertation Proposal must be submitted and approved.
5. An IRB form must be ready to be submitted, for all institutions to be involved in the proposed research.

Once a student has completed these five features of the program he/she is eligible to become a Doctoral Candidate, and may register for the Dissertation Process (Committee approval and IRB approval are still required prior to collecting any data).

**Progression**

It is understandable that not everyone will progress at the same rate through the Dissertation process. The following are the provisions for time lapse in the progression of the dissertation timeline. Should a student not be able to complete the requirements of the Dissertation course that he/she is enrolled in, he/she is permitted to apply for a withdrawal (grade of “W”) and repeat the course. This will constitute paying for the class again and being placed in the following cohort. It is also possible that the student may be granted an “I” for situations involving active research and data collection. The determination of the “I” grade would require both committee and departmental approval.

**Dissertation**

It should be understood that everything that the student does from the point of enrolling in Dissertation Research Studies to the end of Dissertation IV should be a continuous process wherein all writing and rewriting in collaboration with the dissertation committee should be a fluid process all of which ultimately will contribute to the final Doctoral Dissertation. The student should be engaged in continual literature review and modification of the understanding of the research domain in question.

**Doctoral Dissertation Cohort Model**

The EdD/DHSc Doctoral Dissertation Process has been implemented to remediate difficulties that are specific to online doctoral candidates, their preparation, and support. In this unique model, The Doctoral Dissertation Cohort Model, the students will be prepared for the dissertation process as a cohort and they will travel through their dissertation processes as a
cohort. Each student will still have his/her own research specific dissertation topics that he/she will be focusing on and a Dissertation Chair that is an expert in that domain of research, however each will also have the support of their peers and the support of a common advisor/professor for all of the stages of the dissertation process. The cohort advisor/professor will “travel” with the cohort from the Dissertation Research Studies course to Dissertation I through Dissertation IV. This professor will serve as the second reader on each of the student’s dissertation committees, he/she will serve as the instructor for the courses that the cohort will be enrolled in, which will focus on the processes and procedures common to all of the doctoral dissertation students, in a knowledge “as needed”, embedded within the online courses that they share. The cohort adviser will also serve as the University liaison for all dissertation processes. All steps in the dissertation courses will first be submitted to the course online, read by the dissertation cohort advisor, edited by the student in response to comments and then sent to the primary adviser (also known as the Dissertation Committee Chair), for comments and further revisions. At any time, students and faculty may ask for a clarification meeting.

In this way the department hopes to provide the necessary support that the online doctoral dissertation candidate needs. We also hope to foster the collegial environment the students have grown to expect from their participation in the online graduate program at USA already, by allowing them to be in the “courses” together and thereby facilitating communication, interprofessional collaboration, and support between our doctoral candidates as they work toward the completion of their individual dissertations.

**Good Academic Standing, Academic Progression, Retention, Warning and Probation**

The role of the Advanced Studies Progression Committee (ASPC), in conjunction with the Registrar’s Office, is to monitor each student’s academic progress throughout the curriculum. At the end of each trimester, grades are submitted to the Registrar. The Registrar will notify students who are placed on probation or are dismissed from the respective academic program of their status.

To remain enrolled in the MHScAT, tOTD, tDPT, DHSc, or EdD program, the student must maintain

- active status or approved leave of absence status, and
- good academic standing.

**Active Status**

A student is in active status if the student

- registers and begins a course within twelve (12) weeks after official acceptance into the program; and
- completes a course within six (6) months of acceptance into the program; and
• registers for a minimum of nine (9) credits each ensuing full calendar year or fewer credits with the written permission of the Program Director, and completes those courses within the prescribed period; and
• maintains timely and effective communication with the program office.

Leave of Absence
See Leave of Absence under Campus Policies and Procedures.

Inactive Status
A student will be placed on inactive status when failing to complete nine (9) credits within a twelve (12) month period based on the date of admission to the program. The student will receive a letter from the University Registrar notifying him/her of this status change.

When the student completes nine (9) credits within one (1) calendar year, he/she will be placed back on active status. (Note: seminars alone do not count toward academic credit and meeting this requirement.)

If the student does not complete at least nine (9) credits within one (1) year of being placed on inactive status, he/she will be referred to the Progression Committee for possible dismissal from the program. A student may be placed on inactive status only once during enrollment in DE programs. The student will be dismissed from the program if he/she fails to meet the yearly requirements for coursework progression a second time.

Good Academic Standing
To remain in good academic standing a student must

• maintain 3.0 GPA (see Probation information below):
• tDPT – Maintain a 2.25 GPA and 2.50 for students accepted into the program after January 1, 2012
• Not earn a grade below a C (see Dismissal section)
• Be in compliance with the University Academic Integrity Policy which stipulates that all academic work represents the individual work of the stated author. Input and assistance from others must always be appropriate and fully acknowledged.

Probation
A student who makes a grade of D in any course will be placed on academic probation and must undergo remediation and repeat the course for credit. A remediation plan must be developed by the student and will be monitored by the Program Director.

• When retaking the course, the student must receive a grade of C or above in order to progress academically.
• If the student receives a grade below a C on retake, the student will be dismissed.
• When the grade of C or above is achieved on retake, the student will be taken off Academic Probation if his/her GPA is above their program level.
If the GPA of a student falls below the acceptance program level, the student will be placed on academic probation by the Program Director.

Following being placed on probation, the student will be required to submit an academic study plan to the Program Director to explain how he/she plans to elevate the GPA to the program’s acceptable level. The Advanced Studies Progression Committee will review all study plans. The student will be expected to elevate his/her GPA to the acceptable program level or above within one (1) calendar year. If a student fails to elevate his/her GPA, the student’s record will be referred to the Advance Studies Progression Committee for review and possible dismissal from the program.

A student will not be permitted to progress to the final stage of the program while on probation. Remedial coursework may be necessary to increase the GPA prior to starting the final project.

Withdrawal of Acceptance Into the Program

If a student does not register for one (1) course within twelve (12) weeks after official acceptance into the program, the Program Director will notify the Registrar to send the student a notice of withdrawal of program acceptance.

Dismissal

Based on recommendations of the Advanced Studies Progression Committee, the student may be dismissed from an Advanced Studies Program when a student

- fails to maintain active status;
- does not return to active status after an approved leave of absence period;
- receives a grade of F in any course;
- receives a grade below a C when retaking any course;
- while on probation, a student does not improve academic performance to program level GPA within the prescribed calendar year;
- does not complete at least nine (9) credit hours within one (1) year after being placed on inactive status;
- has more than one (1) W in any course or three (3) withdraws total during the program;
- fails to comply with the University Academic Integrity Policy; or
- fails to complete the program requirements within six (6) years. Failure to complete the program within the prescribed enrollment period may result in dismissal by the Progression Committee. An extension of the program enrollment timeline for extenuating circumstances may be requested in writing to the Program Director who will present the request to the Advanced Studies Progression Committee for review. If the Progression Committee approves the extension, the student will pay the prescribed trimester extension fee by the due date upon being billed by the accounting department. If the extension fee is delinquent by two (2) weeks, the student may be dismissed.
Upon dismissal, the student will receive a letter (sent certified mail) from the University's Registrar.

Right of Appeal

Any student who has been dismissed from the program may formally appeal this decision in writing to the director within ten (10) business days from receipt of the notification. If the student does not meet the stated deadline, the appeal may not be considered. In extenuating circumstances, the student may request an extension from the Program Director; however, this request must be made within the above stated deadline.

The appeals letter should address the following:

- The rationale behind the appeal and why the student believes the appeal is warranted.
- Future circumstances which will permit the student to rectify previous poor academic performance or deficient course activity.

The director will notify the Academic Appeals Committee of the appeal within two (2) working days. The Academic Appeals Committee will convene at the earliest convenient time to give written recommendations to the director.

The AAC will provide a recommendation to the Program Director within two (2) business days following their meeting.

The director will inform the student, the AAC, the Progression Committee, and the Registrar in writing of his/her decision regarding the appeal at the earliest convenient time for all parties involved.

Should a student not agree to the decision of the AAC, the student has the right of an appeal to the President or his/her appointed designee. The appeal must be submitted, in writing, within five (5) business days to the President. Upon request, the President or his/her designee with review pertinent records, at his/her discretion, including a review of the process to ensure that it was correctly followed, and may meet with the AAC and the student. The President or his/her designee will follow the process as established in this Handbook and ensure that the process was followed.

Dismissal policies will be implemented as fairly and equitably as possible considering all extenuating circumstances.

The Right of Petition

A student may petition the University for an exception, exemption, waiver, or special consideration of any policy. All petitions must be submitted in writing, preferably limited to one (1) page, and accompanied by supporting documentation. Petitions should be addressed to the director of the program who, in consultation with appropriate administration and faculty, will decide the outcome. Petitions are accepted for purposes such as

- reconsideration of rejected applicant for admission to the University,
- extending the course of study to complete the program,
- transfer of credit when the initial transfer request was denied,
The director’s decision may be appealed to an arbitration committee, whose decision is final. Each petition is a case unto itself and does not create a precedent for any cases to follow.

**Orientation**

Prior to beginning online courses, each student will receive a username, password and directions for logging into the course platform. Students should sign into the myUSA portal Online Education tab and view the tutorial video. This will provide the student with some general information about online learning and assist in navigating the platform software used to complete online courses.

**Possible Restrictions**

MHScAT, tOTD, tDPT

The University subscribes to the philosophy of honesty in advertising and promotion, and wishes to ensure that students have the time to make themselves fully aware of any limitations of the program. Entrance into the MHScAT program is competitive and preference will be given to graduates of University programs that bring clinical experience to the classroom. The University will endeavor to take as large a student body as its resources permit without compromising the quality of the program. Interviews and other assessments may be implemented to assist in selecting the most appropriate students.

**DHSc**

Doctoral-level studies are rigorous. A successful degree completion requires commitment and responsibility. A student should give serious consideration to the amount of effort and support required before committing him- or herself to the program. A student must proceed in a timely and disciplined manner. He/she will begin the Introduction to Doctoral Studies course upon the next trimester offering (January, May, or September). This will be the starting point for the academic program and it is expected that the student will follow an orderly trimester sequence until the entire DHSc program is completed. The academic program and dissertation is built on a three (3) to four (4) year time frame or nine (9) to twelve (12) trimesters. The tuition is due each time a student enrolls in a course. Leaves of absence are available to the student up to a maximum of three (3) trimesters.

**EdD**

Doctoral-level studies are rigorous. A successful degree completion requires commitment and responsibility. A student should give serious consideration to the amount of effort and support required before committing him- or herself to the program. A student must proceed in a timely and disciplined manner. He/she will begin the Introduction to Doctoral Studies course upon the next trimester offering (January, May, or September). This will be the starting point for the academic program and it is expected that the student will follow an orderly trimester sequence until the entire EdD program is completed. The academic program and dissertation is built on a three (3) to four (4) year time frame or nine (9) to (12) trimesters. The tuition is due each time a
student enrolls in a course. Leaves of absence are available to the student up to a maximum of three (3) trimesters.

Registering For Coursework Online (Applies to All Transitional and Post-Professional Students)

To register, a student must sign into his/her myUSA portal account, click on the Students Tab, and select the Registration for DE Programs located on the left menu column.

If a student is registering for a seminar or certification please call the Continuing Education Office at 1-800-241-1027, ext. 1266.

Registering for Seminars

When registering for Continuing Education seminars students may pay by check, money order, or credit card.

A Few Important Facts About Seminar Registration

Students should register as early as possible. It would be helpful to register a minimum of thirty (30) days prior to the start date of the seminar. A deposit of $100.00 is required at time of registration to secure their spot and the balance will be due four (4) weeks prior to the seminar. It is particularly important to register early for the Preparation/Certification-week four (4) to six (6) months prior to taking certification. There are limited slots each year for this exam. A 50% non-refundable, non-transferable deposit is required for certification.

Occasionally seminars are cancelled; this decision is usually made three (3) weeks prior to the start of the seminar. Students will be notified immediately if this has occurred.

If the student is a MPT or DPT graduate of the University of St. Augustine, because he/she successfully completed S1 and E1 as part of his/her program, he/she does not have to repeat the seminars.

Manual Therapy Certification is offered on the St. Augustine, Austin and San Marcos campuses. Sport Physical Therapy and Primary Care are tested at the first certification week of the year only and Craniofacial is offered during one of the scheduled weeks on the St. Augustine campus. Sports Physical Therapy students need to contact North American Sports Medicine Institute (NASMI) to register and attend the necessary certification segments provided by NASMI. The corresponding coursework for the sports courses is no longer available, but students may complete a directed study or directed readings course to correspond with each seminar.

Students need to attend the seminar before completing the credit assignment. Students do not have to wait until completing the credit assignment before taking the next seminar.

If a student would like to register for a seminar or certification, and/or request additional information on the subject, please call the Continuing Education Office at 1-800-241-1027, ext. 1400.
Reinstatement

Students that voluntarily withdraw from the program in good standing may be reinstated into the program for a fee of $50.00. These students will be permitted to bypass the normal application process and submit a one (1) page re-admittance application if it has been no more than two (2) years since withdrawal from the program. Any student seeking reacceptance after the two (2) year period must follow the normal application process.

Time Limit

MHScAT

It is required that MHScAT students complete all program requirements within seven (7) trimesters or two (2) years and four (4) months. An extension of up to one (1) year and two (2) months may be requested. If the Program Director approves the extension, there is an extension fee of $333.00 per trimester.

tOTD

It is required that tOTD students complete all program requirements within five (5) years. An extension of up to two and one half (2 ½) years may be requested. If the Program Director approves the extension, there is an extension fee of $333.00 per trimester.

tDPT

Students are expected to complete the transitional DPT program in four (4) years. An extension of up to two (2) years may be requested. If the Program Director approves the extension, there is an extension fee of $333.00 per trimester. The maximum time to complete the degree is six (6) years.

DHSc

It is required that students complete all degree requirements within five (5) years. An extension of up to two and one half (2 ½) years may be requested. If approved by the Program Director, there is an extension fee of $333.00 per trimester.

EdD

It is required that students complete all degree requirements within five (5) years. An extension of up to two and one half (2 ½) years may be requested. If approved by the Program Director, there is an extension fee of $333.00 per trimester.