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**PHYSICAL THERAPY POLICY AND PROCEDURE**

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## **PHYSICAL THERAPY POLICY AND PROCEDURE**

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**SUBJECT:** Classroom, Laboratory, Clinic, and Assessment Attendance and Tardiness Policies

### **OBJECTIVE**

The objective of this policy is to set clear expectations regarding students' attendance and tardiness for the classroom, laboratory, and clinical education sessions/experiences as well as for assessments. Procedures will also be provided in the case of an absence, tardy, or deferment of assessment.

### **POLICY**

There is an expectation that students in the Doctorate of Physical Therapy Program demonstrate professional behavior at all times. **Attendance at didactic and laboratory sessions and during clinical education experiences is mandatory in the Doctor of Physical Therapy Program at The University of Illinois at Chicago. It is the expectation of the faculty that students will also arrive on time for and not leave early from these activities.** Students are required to contact the instructor via email, text, or phone call in advance if they are going to be absent or tardy for any reason. An individual instructor may indicate a preferred method of communication. (See below for specific details regarding excused and unexcused absences and tardies).

#### **Excused Absences**

**Definition:** Only illnesses, personal emergencies, observance of a religious holiday, and pre-approved attendance of a personal commitment and/or professional conferences/educational experiences are classified as excused absences.

#### **Procedure:**

- Notification should be in the form of an email, text, or phone call to the course director, lecturer, laboratory instructor, and/or clinical instructor.
- The student is required to confirm receipt of the notification of the absence by the appropriate course faculty. This may be in the form of a phone conversation or confirmed reply to a notification email or text. Until notification is confirmed, the absence is not considered communicated.
- In the event of an illness or personal emergency, when at all possible, the student is expected to notify the instructor prior to the start of class.
- In the event a student wishes to request an excused absence for observance of a religious holiday, pre-approved attendance of a personal commitments and/or professional conferences/educational experiences, the student is expected to contact the course director or clinical instructor as early as possible in advance of the planned absence. Such absences are granted at the discretion of the course faculty and are not considered excused without written permission (e.g. an email approval from course the course director).

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- Supporting documentation may be required in any circumstance for an absence to be deemed “excused.”
- Student may be required to complete additional work to compensate for absence(s).
- Requests for deferments of assessments are special cases and are outlined below.

### **Unexcused Absences**

**Definition:** Any absence that occurs without prior notification and/or written communication.

**Procedure:**

- Students are NOT allowed any unexcused absences.
- Unexcused absence(s) may result in a student being reviewed by the Committee on Student Promotion and Professionalism and put on professional probation.
- Student may be required to complete additional work to compensate for unexcused absence(s) to be determined by the course instructor.

### **Tardiness**

**Definition:** Arriving to class after the start time of class as listed on the course schedule/syllabus.

**Procedure:**

- Students will NOT be allowed any tardies.
- If a student must arrive late for class (e.g. for a medical appointment) that student must contact the course director to request permission in advance of the class. Permission is granted at the discretion of the course director. Written documentation as to the reason for lateness to class may be requested.
- After permission is obtained from a course director, the student should contact any faculty involved in teaching the session that day to explain the reason for arriving late and inquire as to how one might best enter class to avoid disrupting other students.
- Unexcused tardiness may result in a student being reviewed by the Committee on Student Promotion and Professionalism and put on professional probation.
- Students may be required to complete additional work to compensate for tardy(s) to be determined by the course instructor.

### **Early Departure from Class:**

**Definition:** Leaving class prior to the end time of class as listed on the course schedule/syllabus.

**Procedure:**

- Students may not leave class prior to being dismissed by the instructor.
- If a student must leave class early (e.g. for a medical appointment) that student must contact the course director to request permission to leave early in advance of the class. Permission is granted at the discretion of the course director. Written documentation as to the reason for an early departure from class may be requested.

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- After permission is obtained from a course director, the student should contact any faculty involved in teaching the session that day to explain the reason for leaving class and inquire as to how one might best exit class to avoid disrupting other students.
- Unexcused early departure(s) from class may result in a student being reviewed by the Committee on Student Promotion and Professionalism and put on professional probation.

### **Assessments**

Assessments must be taken on the scheduled date and at the scheduled time. The policies referring to assessments apply to all skills checks, tests, quizzes, examinations, practical examinations, or any graded activity. See individual course syllabi for course-specific assessments and the dates of these assessments.

### **Procedure for Assessment Deferment:**

- Assessment deferments may be granted at the discretion of the instructor.
- If a student desires to request an assessment deferment, he or she is required to contact the course instructor via email prior to the scheduled test date to obtain permission.
- In the rare cases where a student is given permission to defer an assessment for reasons of a severe illness, emergency, or other special circumstances **the missed unit exam will be made up at the end of the semester in the week following finals week at a date and time to be determined by the instructor.**
- If a student fails to sit for an assessment at the assigned time, without advance permission from the instructor, a grade of zero will be entered for the assessment and that grade will be factored into the course grade.
- Failure to arrive on time for certain assessments (e.g. practical exams) may result in denial of entry to the assessment and a grade of zero.
- If a student fails to arrive on time for the written exam, they will be allowed to sit for the exam at the discretion of the instructor; however, no extra time will be given.

### **CORRECTIVE ACTION**

1. Failure to comply with this policy may result in intervention by course faculty and clinical instructors, the Student Committee on Professionalism (SCP), the Director of Professional Education, and/or the Committee on Student Promotion and Professionalism (CSPP).
2. Individual or repeated violations may result in the student being placed on professional probation.

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3. The specific terms of the probationary period will be determined by the Committee on Student Promotion and Professionalism and will be communicated in writing to the student.

### **OVERSIGHT**

#### **Faculty Committee on Student Promotion and Professionalism (CSPP):**

1. Creates and approves the written policy (including any revisions or updates)
2. Serves as a resource to faculty members and students in regards to clarification of the policy
3. Reviews individual student situations at the request of a course or clinical instructor
4. Works with the Student Committee on Professionalism (SCP) when the SCP brings a policy violation to the attention of the CSPP
5. Ultimately renders all decisions regarding professional probation due to violations of this policy.
6. Oversight of professional probation by the CSPP will include a written communication to the student including:
  - a. The nature of the policy violation resulting in the probation
  - b. The length of probationary status
  - c. Specific student expectations in order to be removed from probation
  - d. Any additional remediation steps as determined by this committee

#### **Director of Professional Education:**

1. Ensures policy is distributed and discussed during student orientation.
2. Works with the CSPP to oversee students placed on professional probation.

#### **Faculty:**

1. Include specific policy language in all syllabi.
2. Consistently ensure the policy is followed by students during course
3. Identify student behaviors that may need to be reviewed by the Committee on Student Promotion and Professionalism

#### **Student-Led Professionalism and Promotion Committee:**

1. Ensures this policy is consistently adopted in class by modeling appropriate behavior and by encouraging student colleagues to do the same
2. Approaches student colleagues directly who are not following this policy
3. Communicates with the course instructor and the Committee on Student Promotion and Professionalism when student colleague repeatedly violates this policy or in matters

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where the violation of the policy may compromise the safety of students or patients, or where the violation of the policy is related to issues of academic honesty and integrity (e.g. plagiarism or cheating).

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**SUBJECT:** Student Attire and Appearance Policy

### OBJECTIVE

To provide guidelines and corrective procedures on clothing and hygiene of students in the Doctorate of Physical Therapy Program to promote exemplary standards of clinical care and learning, address cultural, religious sensitivity, and meet organizational regulatory and legal standards.

### Definitions:

**Clinical or Direct Patient Care Areas:** Includes interaction with patients, clients, customers, other healthcare professionals and organizational service employees, including but not limited to Clinical Education organizations, Physical Therapy Faculty Practice, UI Health Hospital, and clinics.

**Practical, Research or Laboratory areas:** Includes dissection premises, research laboratories, and areas where the practice of clinical skills is conducted.

**Didactic areas:** Includes classrooms, libraries, community arenas and field sites.

**Uniforms:** Clothing defined for consistency of an organization or unit.

**Appropriately sized:** Clothing that does not hinder movement or prevent ability to perform work or research, is not a safety risk for student or patient, and is professional in appearance.

**Offensive:** Refers to that which is derogatory, insulting, aggressive, hurtful, disrespectful, rude, or distasteful in nature, directed at diversity in gender, race, religion, culture, or political affiliation.

### POLICY

Student attire and hygiene must demonstrate UIC's commitment to excellence in academic learning and clinical practice. Attire should be appropriate for the learning environment, be sensitive to religious and cultural diversity, and not be a risk for student or patient safety. Faculty and student recognized bodies will be responsible for interpreting and addressing attire and grooming standards within the specific departments or under their supervision. Standards must be consistent and fairly upheld. Faculty or affiliated organizations may impose more strict guidelines or policies regarding dress code. In clinical, laboratory and research areas, safety is paramount, and failure to comply may result in referral to the Committee of Student Promotion and Professionalism.

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### **A. General Policies:**

1. Clothing should be clean, appropriately sized and in good condition.
2. Facial hair should be well kept and trimmed. Hair should be clean and professional in appearance. Long hair must be secured to avoid contact with patients, equipment, and supplies, and not be a safety risk.
3. Head gear other than religious, protective, or part of a uniform, should not be worn in clinical, practical, research, or laboratory areas.
4. Personal and oral hygiene should be exemplary
5. Perfume, aftershave, and fragrances should be indiscernible to colleagues and patients.
6. Tattoos must be covered in clinical or direct patient care areas.
7. Piercings other than ear or nose posts, must be removed in clinical or direct patient care areas. Jewelry should be appropriate for clinical, practical, laboratory and research placements. Jewelry should not risk injury to patients, other students or be a safety hazard.
8. Nail length should not exceed your fingertips and nail hygiene should be appropriate for clinical, practical, research and laboratory areas. Nail polish may not be worn in clinical or direct patient care areas, as it may impact patient safety.
9. Nail extensions, false nails and false eyelashes also may not be worn in clinical or direct patient care areas, as they may impact patient safety.
10. Footwear should be clean and appropriate for clinical, practical, laboratory, and research areas. Shoes with open toes, sandals, or heels greater than 1½ inches may not be worn in clinical or direct patient care areas.
11. Undergarments should be discreet and avoid visible exposure. Skirts and shorts should be at an appropriate length to avoid offending or distracting colleagues.

### Clothing deemed **INAPPROPRIATE** for **Didactic areas:**

1. Clothing or caps with offensive slogans or graphics
2. Blouses, pants or skirts that are sheer or see-through
3. Strapless or backless tops or dresses
4. Undergarments visibly exposed
5. Mini-skirts and athletic shorts that do not cover upper half of thighs
6. Midriff tops
7. Clothing with holes or tears from wear
8. No hats (other than religious) may be worn during exams



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### **B. Clinical or Direct patient care areas:**

1. Name badges or organizational IDs must be worn
2. Organizational policies on attire must be adhered to during CE or observation clinical placements. Note that these may differ from departmental policies and this should be discussed with the C.I. (e.g. Lab coats, scrubs, clothing, or uniforms specified such as a shirt and tie).
3. Socks and hosiery must be worn with appropriate footwear so that lower extremity skin is not exposed.
4. Tattoos must be covered in clinical or direct patient care areas.
5. Piercings other than ear or nose posts must be removed in clinical or direct patient care areas.
6. Nail extensions, false nails, false eyelashes, and nail polish must not be worn in clinical or direct patient care areas, as they may impact patient safety.

#### Clothing deemed **INAPPROPRIATE** for **Clinical or Direct patient care:**

1. Denim jeans, pants, or dresses
2. Athletic wear, leggings, midriff tops, shorts
3. Dresses with halter, spaghetti straps or strapless
4. Blouses, pants or skirts that are sheer or see-through
5. Clothing with wording
6. Mini-skirts, backless tops, cargo shorts/pants
7. Stiletto or heeled shoes deemed a safety risk for student or colleagues
8. Open-toed shoes, flip-flops or sandals

### **C. Practical, Research, and Laboratory areas:**

1. Appropriate Personal Protective Equipment and clothing must be worn (e.g. lab coats, eye goggles, face masks, splash masks, gloves) as required by the faculty or supervising member.
2. Avoid clothing that may be an environmental hazard (e.g. long or unsecured ties, loose fitting clothing.) Religious head garments should be securely tied. Please refer to Gross Anatomy Syllabus for specific details on the laboratory rules regarding attire.
3. Appropriate shoe wear as required by faculty or supervising members, (i.e. non-slip, closed toe.)
4. When required to wear clothing that will expose areas of assessment or the practice of clinical skills and interventions, students should wear clothing that is discreet to avoid offending or distracting other students. Special arrangements will be made for students on religious, cultural, or other grounds regarding exposure of body

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areas in a public student environment in consultation with faculty or supervising members.

### **CORRECTIVE ACTION**

A student unsure of what is appropriate attire should consult course faculty or clinical instructors, with situation-specific concerns. On clinical rotations, for example, the policies on appearance and attire may differ from the expressed policy of the department of physical therapy.

1. Failure to comply with this policy may involve intervention by course faculty and clinical instructors, the Student Committee on Professionalism (SCP), the Director of Professional Education, and/or the Committee on Student Promotion and Professionalism (CSPP).
2. Individual or repeated violations may result in the student being placed on professional probation.
3. The specific terms of the probationary period will be determined by the Committee on Student Promotion and Professionalism and will be communicated in writing to the student.

### **OVERSIGHT**

#### **Faculty Committee on Student Promotion and Professionalism (CSPP):**

7. Creates and approves the written policy (including any revisions or updates)
8. Serves as a resource to faculty members and students in regards to clarification of the policy
9. Reviews individual student situations at the request of a course or clinical instructor
10. Works with the Student Committee on Professionalism (SCP) when the SCP brings a policy violation to the attention of the CSPP
11. Ultimately renders all decisions regarding professional probation due to violations of this policy.
12. Oversight of professional probation by the CSPP will include a written communication to the student including:
  - a. The nature of the policy violation resulting in the probation
  - b. The length of probationary status
  - c. Specific student expectations in order to be removed from probation
  - d. Any additional remediation steps as determined by this committee

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**Director of Professional Education:**

3. Ensures policy is distributed and discussed during student orientation.
4. Works with the CSPP to oversee students placed on professional probation.

**Faculty:**

4. Include specific policy language in all syllabi.
5. Consistently ensure the policy is followed by students during course
6. Identify student behaviors that may need to be reviewed by the Committee on Student Promotion and Professionalism

**Student-Led Professionalism and Promotion Committee:**

4. Ensures this policy is consistently adopted in class by modeling appropriate behavior and by encouraging student colleagues to do the same
5. Approaches student colleagues directly who are not following this policy
6. Communicates with the course instructor and the Committee on Student Promotion and Professionalism when student colleague repeatedly violates this policy or in matters where the violation of the policy may compromise the safety of students or patients, or where the violation of the policy is related to issues of academic honesty and integrity (e.g. plagiarism or cheating).

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**SUBJECT:** Use of Electronic Devices

### **OBJECTIVE**

The objective of this policy is to set clear expectations and guidelines for the use of electronic devices by students within the classroom environment.

### **POLICY**

The use of electronic devices by students while in a learning environment may be a necessary and valuable component of effective communication and teaching. However, this tool may also become a distraction that ultimately impedes attainment of course objectives while being disrespectful to the lecturer, clinical instructor and/or to other learners.

This policy related to the use of electronic devices by students while in a learning environment (class, lab, or clinic). Students are not to engage in the use of electronic devices unless expressly requested by the instructor.

This includes, but is not limited, to abiding by the following policies during classroom, laboratory and clinical activities:

- a. Only accessing web/mobile content as requested by the instructor
- b. Not visiting social media sites (Facebook, Twitter, etc.)
- c. Not checking email
- d. Not checking voicemail
- e. Not texting

This policy will be addressed as part of new student orientation, contained within each course syllabus and reviewed by each instructor at the beginning of each course.

### **CORRECTIVE ACTION**

1. Failure to comply with this policy may involve intervention by course faculty and clinical instructors, the Student Committee on Professionalism (SCP), the Director of Professional Education, and/or the Committee on Student Promotion and Professionalism (CSPP).
2. Individual or repeated violations may result in the student being placed on professional probation.
3. The specific terms of the probationary period will be determined by the Committee on Student Promotion and Professionalism and will be communicated in writing to the

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student.

### OVERSIGHT

#### **Faculty Committee on Student Promotion and Professionalism (CSPP):**

13. Creates and approves the written policy (including any revisions or updates)
14. Serves as a resource to faculty members and students in regards to clarification of the policy
15. Reviews individual student situations at the request of a course or clinical instructor
16. Works with the Student Committee on Professionalism (SCP) when the SCP brings a policy violation to the attention of the CSPP
17. Ultimately renders all decisions regarding professional probation due to violations of this policy.
18. Oversight of professional probation by the CSPP will include a written communication to the student including:
  - a. The nature of the policy violation resulting in the probation
  - b. The length of probationary status
  - c. Specific student expectations in order to be removed from probation
  - d. Any additional remediation steps as determined by this committee

#### **Director of Professional Education:**

5. Ensures policy is distributed and discussed during student orientation.
6. Works with the CSPP to oversee students placed on professional probation.

#### **Faculty:**

7. Include specific policy language in all syllabi.
8. Consistently ensure the policy is followed by students during course
9. Identify student behaviors that may need to be reviewed by the Committee on Student Promotion and Professionalism
10. Allow students sufficient time during breaks for personal use of their electronic devices.

#### **Student-Led Professionalism and Promotion Committee:**

7. Ensures this policy is consistently adopted in class by modeling appropriate behavior and by encouraging student colleagues to do the same
8. Approaches student colleagues directly who are not following this policy
9. Communicates with the course instructor and the Committee on Student Promotion and Professionalism when student colleague repeatedly violates this policy or in matters where the violation of the policy may compromise the safety of students or patients, or where the violation of the policy is related to issues of academic honesty and integrity (e.g. plagiarism or cheating).