



MT. HOOD

COMMUNITY COLLEGE

Physical Therapist Assistant Program
Student Handbook

2022-2023 Academic Year

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SECTION 1 – PHYSICAL THERAPIST ASSISTANT PROGRAM OVERVIEW

Land Acknowledgement

We honor the Indigenous people on whose traditional and ancestral homelands we now stand: the Multnomah, Kathlamet, Clackamas, Tumwater, Watlala bands of the Chinook, the Tualatin Kalapuya, and many other Indigenous nations of the Columbia River. It is important to acknowledge the ancestors of this place and to recognize that we are here because of the sacrifices forced upon them. In remembering these communities, we honor their legacy, their lives, and their descendants.

Program History and Accreditation

The Mt Hood Community College (MHCC) Physical Therapist Assistant (PTA) Program began in 1968 and graduated its first class in 1970, making it one of the first programs in the United States. The Program has been continuously accredited by the *Commission on Accreditation in Physical Therapy Education* (CAPTE) since June 1970. The most recent accreditation review was completed in April 2015 and the Program's fully accredited status was extended through March 2025. Contact information for CAPTE is listed below.

Commission on Accreditation in Physical Therapy Education
3030 Potomac Avenue, Suite 100
Alexandria, Virginia 22305-3085
800-999-2782
<http://www.capteonline.org>

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Program Mission

The MHCC PTA Program transforms lives by preparing students for entry-level employment as licensed physical therapist assistants. Our graduates provide physical therapy services that reflect current standards of practice and are responsive to the individual differences, values, and needs of citizens in our community.

Program Goals and Expected Outcomes

Goal 1 Graduates will demonstrate the knowledge, skill, behavior, and judgment necessary for entry-level work as physical therapist assistants.

Expected Outcomes

- Graduates pass the national physical therapy examination.
- Graduates demonstrate entry-level competence in all clinical skills required of physical therapist assistants.
- Graduates work in a manner consistent with the APTA Values and Standards of Ethical Conduct for the Physical Therapist Assistant.
- Graduates demonstrate the critical thinking skills necessary for safe and effective entry-level work as physical therapist assistants.

Goal 2 Graduates will demonstrate a recognition of the need for, and the skills necessary to, engage in lifelong learning.

Expected Outcomes

- Graduates can self-assess for knowledge and skill deficiencies and set appropriate learning goals and tasks.
- Graduates demonstrate the critical inquiry and information literacy skills necessary to solve clinical problems.

Goal 3 Graduates will advocate for optimal health and well-being of individuals, communities, and society.

Expected Outcomes

- Graduates will demonstrate improved awareness about the social, cultural, political, and economic structures that influence a patient's and community's health status and health outcomes.
- Graduates will identify appropriate advocacy goals and activities that advance the health and well-being of underserved individuals and communities.

Curriculum

To graduate from the PTA Program, students must successfully complete 108 total credits with a grade of “C” or higher. This includes 27 credits of general education courses and 81 credits of PTA-specific technical coursework. Of the 27 general education credits, 16 credits must be completed prior to applying to the Program. The additional 11 credits can be taken at any time. Students may receive credit toward the general education requirements from previous college coursework through the transcript evaluation process. The 81 credits of PTA courses must be taken in sequence as outlined below.

GENERAL EDUCATION COURSES (27 Credits)

<i>Pre-requisites</i>	
BI121 Essentials of Human Anatomy and Physiology 1	4
BI122 Essentials of Human Anatomy and Physiology 2	4
MTH065 Beginning Algebra 2 (or higher)	4
WR121 English Composition	4
MO111 Medical Terminology	4
<i>Additional General Education Courses - can be taken in any term</i>	
PSY201 General Psychology	4
Health and Physical Education courses	3

PTA TECHNICAL COURSES (81 credits)

Year 1

Fall Term	
PTA101 Physical Therapy Interventions 1	5
PTA101L Physical Therapy Interventions 1 Lab	2
PTA105 Introduction to Physical Therapy	2
PTA121 Clinical Kinesiology	4
<i>Credits</i>	<i>13</i>
Winter Term	
PTA102 Physical Therapy Interventions 2	5
PTA102L Physical Therapy Interventions 2 Lab	2
PTA106 Therapeutic and Cross-Cultural Communication	3
PTA123 Balance and Gait	3
<i>Credits</i>	<i>13</i>
Spring Term	
PTA103 Physical Therapy Interventions 3	5
PTA103L Physical Therapy Interventions 3 Lab	2
PTA107 Introduction to Clinical Practice	2
PTA122 Manual Therapy Techniques	3
<i>Credits</i>	<i>12</i>

Year 2

Summer Term	
PTA251 Clinical Applications 1	1
PTA261 Clinical Affiliation 1	8
<i>Credits</i>	9
Fall Term	
PTA201 Physical Therapy Interventions 4	4
PTA201L Physical Therapy Interventions 4 Lab	1
PTA262 Clinical Affiliation 2	8
<i>Credits</i>	13
Winter Term	
PTA202 Physical Therapy Interventions 5	5
PTA202L Physical Therapy Interventions 5 Lab	2
PTA257 Quality Assurance and Physical Therapy Employment	1
<i>Credits</i>	8
Spring Term	
PTA203 Physical Therapy Interventions 6	3
PTA203L Physical Therapy Interventions 6 Lab	1
PTA258 Licensure and Professional Development	1
PTA263 Clinical Affiliation 3	8
<i>Credits</i>	13

Licensure

Licensure is managed by individual state regulatory boards and is required to work as a PTA in the United States. You must pass the National Physical Therapy Exam, which is administered by the [Federation of State Boards of Physical Therapy](#) (FSBPT), to become a licensed PTA. FSBPT maintains a list of licensing authorities with links to each state's licensure requirements. It is students' responsibility to become familiar with specific licensing requirements in the state where they intend to work.

SECTION 2 – LEARNING ENVIRONMENT

College Non-Discrimination and Equal Opportunity Policy

MHCC is committed to a safe environment for all students, which includes zero tolerance from bullying, discrimination, and harassment along with the provision of equal opportunity in education. It is against district policy for any faculty, staff, or student to engage in discrimination of any member of the College community based on age, gender, race, color, religion, physical or mental disability, national origin, marital status, sexual orientation, pregnancy, veteran's status, familial relationship, expunged juvenile record, or other status or characteristic protected by law, or association with individuals in such protected status. The College is committed to providing an inclusive environment and equal opportunity to all persons and shall comply with all local, state, and federal laws regarding non-discrimination as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act, and Oregon Revised Statute 659A. For inquiries regarding the non-discrimination policy, contact Traci Simmons, Associate Vice President of Diversity, Equity & Inclusion and Title IX Coordinator, at traci.simmons@mhcc.edu.

PTA Program Culture of Respect

Every one of us brings a wealth of experience, knowledge, history, ability, and identities with us when we enter the classroom or clinic. Given the sensitive and challenging nature of the PTA Program, it is imperative that there be an atmosphere of trust and safety. Throughout the Program, students will observe and touch one another's bodies, which may evoke strong emotions for some. Please be respectful of others' emotions, values, and preferences and be mindful of your own.

PTA faculty will attempt to foster an environment in which each student feels safe, and individuals are able to hear and respect one another. We view the diversity of thoughts, perspectives, experiences, abilities, and identities that each person brings to this Program as a resource, strength, and benefit. Please let us know if something is said or done in class that is troubling or causes discomfort or offense. Even if the offending individual did not intend to cause discomfort or show disrespect, the impact of such words and actions is real and something that we consider to be very important and deserving of attention. Faculty strive to present learning materials and activities that are respectful of all identities, backgrounds, and life experiences. Each of us is still engaged in the process of learning about diverse perspectives. Your suggestions are encouraged and appreciated. Please let us know ways to improve the effectiveness of our courses for you personally or for other student groups.

It is our intention that the learning needs of every student be addressed both in and out of class. If you feel like your performance in the Program is being impacted by your experiences outside of class, please don't hesitate to come and talk with us. We want to be a resource for

you. If you prefer to speak with someone outside of the Program, Gabriel Logan, Interim Dean of Health Professions, is an excellent resource.

Professional Behavior

PTA students are expected to demonstrate behavior consistent with values of the physical therapy profession including altruism, compassion and caring, continuing competence, duty, integrity, collaboration, responsibility, and social responsibility. These behaviors are essential when entering the PTA workforce. An important responsibility of the Program Faculty is to provide students with feedback on their behavior.

Think of every assignment as not just a task to be finished, but as a step towards becoming a successful entry-level PTA. Think of every interaction with your classmates and instructors as an opportunity to practice essential professional behaviors. The following are examples of expected PTA student behavior.

- Demonstrate consideration for the needs of others by creating an environment in which all students have an equal opportunity to learn. For example, come to class on-time and prepared to participate actively with others. Dress appropriately for lab so that your classmates have an opportunity to observe, palpate, and practice clinical skills on you. Turn off electronic devices and give your full attention to learning activities. Be patient with others who learn differently than you.
- Demonstrate empathy and respect for the values and preferences of individuals with different life experiences than your own. For example, address people as they choose to be addressed. Listen attentively to what others are saying and strive to understand their perspectives.
- Be accountable and take responsibility for your actions. For example, keep track of assignment due dates and other important deadlines. Follow through on your commitments. Adhere to high ethical principles including honesty, integrity, kindness, equity, and fairness.
- Take responsibility for your own learning. For example, ask for help when needed. Attend faculty office hours to clarify areas of confusion. Regularly reflect on your performance and ask for feedback on ways you can improve.
- Respond to the health and wellness needs of society. For example, follow evidence-based public health guidelines by getting vaccinated for COVID-19 and adhering to mask

and social distancing requirements. Stay home and isolate if you develop symptoms of COVID-19 or other infectious disease.

Student Rights and Responsibilities

Academic integrity is a cornerstone of any meaningful education and a reflection of each student's maturity and integrity. The MHCC [Student Code of Conduct](#), which applies to all students, prohibits all forms of academic misconduct, fraud, and dishonesty. These acts include, but are not limited to, cheating, plagiarism, buying and selling course assignments, performing academic assignments (including tests and examinations) for other persons, unauthorized collaboration, and other acts of academic dishonesty. These are regarded as serious offenses. Depending on the nature of the offense, serious penalties may be imposed, ranging from loss of points to dismissal from the PTA Program to expulsion from the College. *Please ask if you have questions about whether collaboration is appropriate for any given assignment.*

Students who believe they have not received a level of service commensurate with the values of the PTA Program and College are encouraged to discuss the situation with their instructor, advisor, program director, or dean. Students have the right to file a formal complaint using the MHCC [Student Complaint Process](#).

Reasonable Accommodation of Persons with Disabilities

MHCC is committed to inclusive and accessible learning environments in compliance with federal and state law. Accessible Education Services provide equal educational opportunities for students with disabilities (mental health, attention-related, learning, vision, hearing, physical, or health impacts) to achieve their college goals through the provision of reasonable accommodations and a supportive environment. Students who know or think they may have a disability are encouraged to contact Accessible Education Services to seek help and have a confidential conversation about academic accommodations. It is important to initiate this process early, before having trouble or falling behind in coursework, because accommodations may take time to implement and cannot be applied retroactively. Request information at aes@mhcc.edu.

Student Support Services

There is a place for every student at MHCC, and we are committed to connecting you with the resources needed to support you on the way to your academic goals. Currently enrolled students are eligible to receive emergency money, free food, a loaner laptop, no-cost counseling, tutoring, and other academic support. Students may request support services by completing the online [Student Support Services Request Form](#) which is accessible from the MHCC home page. To learn more about these resources email basicneeds@mhcc.edu or call 503-491-7447.

SECTION 3 – FACILITIES

Use of College Facilities

Classrooms are only to be used for class instruction, study, or other like activities.

The Gresham Campus is closed from 11 p.m. to 6 a.m. daily. Use of facilities during the closed hours must be arranged in advance. The following activities are always prohibited on MHCC facilities.

- Recreational or non-recreational overnight camping
- The use of fireworks
- The use of tobacco or products that mimic tobacco
- Personal use of alcohol
- Consuming or using marijuana or its active ingredients
- Being under the influence of drugs and/or controlled substances in a way that adversely affects learning and safety
- Being in possession of or giving the appearance of being in possession of any firearm, weapon, or destructive device
- The presence of animal companions (except service animals)

Use of College Equipment

Computers, printers, rehabilitation and exercise devices, and other instructional supplies and equipment are made available to students to further learning and the mission and goals of the Program. No personal use of the College's equipment is allowed. Loss or damage of equipment due to negligence or misuse may result in loss of privileges or other disciplinary action.

Lab Maintenance and Safety

Students are expected to contribute to the maintenance and safety of PTA classrooms. Equipment and supplies should be sanitized and put away, trash disposed of, and dirty linens placed in laundry baskets at the end of each class. The goal is to leave the classroom and lab clean, tidy, and ready for the next group of students.

It is each student's responsibility to ensure that work areas are free of trip and other hazards and to use safe body mechanics during clinical skills practice. Students must adhere to standard precautions, the proper use of personal protective equipment, and safe handling of hazardous materials. View College emergency and safety procedures, including hazard reporting and Material Safety Data Sheet information, at <https://home.mhcc.edu/EnvironmentalHealth/Index.aspx>.

Laundry

It is the responsibility of all first-year students to ensure that dirty laundry is washed, dried, folded, and put away. Students should check AC2707 and AC2734 daily for dirty laundry and wash frequently enough to ensure that clean linen is available for each PTA lab class. When putting clean laundry away, students should ensure that the clean linen is folded and stacked neatly in the equipment closet inside AC2734. Laundry is to be managed outside of class time, before or after class, or on breaks.

A key for the laundry area is kept above the sink in AC2734. The washer and dryer are located downstairs in room AC1771, which must be accessed by first entering AC1772. The washer and dryer should be operated per the instructions posted on each machine. The dryer lint trap must be cleaned after each load. Please notify your instructor or the program director as soon as possible when more laundry detergent is needed or if there are any issues with the function of the washer and dryer.

Public Safety

The Department of Public Safety strives to provide a safe and secure educational environment for MHCC. Public Safety Officers utilize arrest powers for criminal offenses committed in their presence and are granted peace officer authority pertaining to traffic and parking enforcement. Officers have the authority to ask all students for identification if they are on MHCC property or at MHCC sponsored events. The Department of Public Safety also provides safety walks and escorts, emergency services for injured and ill, fire prevention, and other safety services.

Emergencies

To report crimes in progress, suspicious activities, fire, medical and other life-threatening situations, **first call 911 then contact Public Safety at 503-491-7911**. There are designated emergency telephone/call boxes located throughout the Gresham Campus. Dial 7911 on these emergency telephones to be connected directly to the Public Safety department. These telephones may also be used to call 911.

Non-emergencies

To report property crimes or other crimes that have previously occurred, safety hazards, or to request safety escorts anywhere on campus call **503-491-7310**.

SECTION 4 – COVID-19 HEALTH AND SAFETY

Vaccination

In accordance with [OAR 333-019-1010](#), all Oregon healthcare providers, staff, and students must be fully vaccinated against COVID-19. It is prohibited to “work, learn, study, assist, observe, or volunteer in a healthcare setting” unless you are fully vaccinated or have provided documentation of a medical or religious exemption. The Oregon Health Authority may issue civil penalties of \$500 per day to responsible parties who violate this rule.

The PTA Program requires all students to be fully vaccinated against COVID-19 prior to attending classes on campus. Students must email a copy of their COVID-19 Vaccination Record to HealthProfessions.Docs@mhcc.edu.

Facemasks

Oregon Health Authority (OHA) has announced that masking requirements are no longer required, effective March 12, 2022. Accordingly, the College no longer requires masking on campus. Students are strongly encouraged to follow the CDC’s COVID-19 Community Levels recommendations, which are updated weekly and can be found at <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>.

Isolation

Consistent with current [CDC recommendations](#), anyone who has tested positive for COVID-19 or has mild symptoms and is awaiting test results should stay home and isolate from others for at least 5 days. To calculate the recommended time frames, **day 0** is the day you were tested if you do not have symptoms, or the date your symptoms started.

Students may return to campus while wearing a mask on **days 6 – 10**, if:

- No symptoms or symptoms are improving
- No fever without fever reducing medication for 24 hours

On **day 6**, if symptoms are not improving and/or you still have a fever, continue to stay home until 24 hours after your fever stops without using fever-reducing medication and your symptoms have improved. After you feel better, continue wearing a mask on campus through **day 10**.

Close Contacts

If you were in close contact with someone who has COVID-19 (less than 6 feet away for a total of 15 minutes or more over a 24-hour period), the CDC recommends that you:

- Wear a mask around other people for 10 days.
- If you are up to date or had COVID-19 in the past 90 days, you do not have to quarantine.
- Quarantine for at least 5 days if you are not up to date with COVID-19 vaccines or didn't have COVID-19 in the past 90 days.
- Get tested on or after **day 5** or if you have symptoms

What Counts as a Close Contact?

- Being within 6 feet of someone who has COVID-19 for a total of 15 minutes or more over a 24-hour period
- Providing care at home to someone who is sick with COVID-19
- Having direct physical contact (such as hugging or kissing) or sharing eating and drinking utensils with someone who has COVID-19
- Being sneeze or coughed on by someone with COVID-19

Hand Hygiene

All individuals must immediately sanitize their hands by washing with soap and water or using hand sanitizer gel with at least 60% alcohol when entering a PTA classroom and before and after hands-on clinical skills practice.

Sanitizing Equipment and Surfaces

Students are responsible for sanitizing each item after they use it during class and for sanitizing all equipment and surfaces within their lab area prior to departure. In addition, students are responsible for sanitizing large, shared lab equipment such as walkers, hospital bed rails, and exercise equipment after use. Instructors are responsible for sanitizing high-touch areas, such as door and sink handles, after each class session. Cleaning supplies approved by the MHCC Environmental Health and Safety department will be available during each class session, and only approved supplies may be used for sanitization. Students should notify the instructor immediately if additional sanitation supplies are required.

SECTION 5 – ACADEMIC POLICIES

Attendance Policy

Your prompt attendance in all classes is expected. It is the student's responsibility to notify the instructor by email or text at least 30 minutes prior to the start of class if you will be late or absent. Repeated tardiness, early departures, or unexcused absences are considered unprofessional conduct and will result in the student being placed on professional probation.

Dress Code

The goal of the dress code policy is to provide a positive learning environment for all students.

- You are expected to dress in appropriate lab attire **prior** to the start of each lab class, unless otherwise directed by the instructor.
- Appropriate lab attire includes shorts, leggings, sweatpants, tee shirt, sweatshirts, socks, and sneakers which allow for freedom of movement and maximum joint mobility. Shoes should be safe, clean, non-slip, and closed toe. Sandals and bare feet are unacceptable during lab classes.
- Depending on the material being covered in lab, you may be asked to remove clothing in select areas of the body to allow for direct observation and palpation of skin. Students should have a sports bra or tank top and loss-fitting shorts available for such times. Respect for student privacy and modesty is expected, including obtaining consent prior to exposing or palpating bare skin and appropriately draping adjacent areas with a cover sheet or towel. Sweatpants and sweatshirts may be worn over the top of required clothes until such time that they need to be quickly and easily removed.
- All clothing must be neat and clean. Attire with logos, words, or images that are potentially offensive to other students is unacceptable.
- Good personal hygiene is expected. Body odor should not be detectable.
- The use of scented products is strongly discouraged.
- Nails are to be kept neat, clean, and short (not past the tip of the finger).
- Hair must be clean and controlled so it does not fall onto or brush against others during clinical skills practice or simulated patient care.

Recording of Classroom Activities

Instructional materials and activities are the intellectual property of the instructors and are subject to legal protections. Instructors allow students to take video, images, or recordings of instructional activities in the lecture or lab courses for private, independent study purposes only. It is permissible to share these with other PTA Program students via closed, password-protected sites such as the MyMHCC course page. Students do NOT have permission to post

images, videos, or other recordings to social media platforms or through other electronic methods accessible to the public. Violations will result in discontinuation of recordings privileges.

Demonstration of Competency

Program faculty have the responsibility to determine that students are competent and safe to progress through the curriculum, including the clinical education component. Students must demonstrate the knowledge, skill, behavior, and attitudes required for safe and effective entry-level PTA work prior to graduation. To facilitate student learning, faculty will routinely assess student competency across the cognitive, psychomotor, and affective domains of learning and provide students with feedback on performance.

Lecture Course Competency

Students must demonstrate academic competency in all areas of the curriculum by earning 70% or better on all content. Students who score below 70% on a mid-term examination should request a meeting with the instructor within 72 hours of receiving their test results. The instructor will choose appropriate activities for remediation and discuss strategies for future success. Students must complete remedial activities to the satisfaction of the course instructor within 10 days of receiving their test score. Upon completion of remedial activities, the original test score will stand. Failure to follow-through with this policy will be grounds for failing the course. **Students who average less than 70% on written tests will fail the course, regardless of additional points earned on quizzes, homework, and other assignments.**

Lab Course Competency

Students are required to demonstrate minimum competencies on selected skills through checkouts and simulated patient care activities prior to progressing to the clinical education portion of the curriculum. Instructors may assign a fellow student to role-play as a patient or may bring in members of the community to serve as your simulated patient during lab skills assessments. Instructors may require video recording of assessments for self, peer, or instructor review.

All lab checkouts in a course must be performed with a minimum competency of 70% in order to pass the course. If the student does not demonstrate minimum competency during a lab checkout, they will be provided with feedback from the instructor and offered one opportunity to repeat the checkout. Regardless of performance, the best score possible on the second attempt will be 70%. **Failure to pass a checkout with a score of 70% or higher on a second attempt will result in the student failing the course. Students must earn a minimum score of 70% on EACH course checkout to pass the course, regardless of additional points earned on quizzes, homework, or other assignments.**

Late Assignments, Quizzes, and Exams

Late assignments, quizzes, and exams are generally not accepted. It is the student's responsibility to request an extension of deadlines or alternate test date prior to the due date listed on the course schedule. It is up to the discretion of the instructor whether late work will be accepted or requests for alternate test dates will be accommodated. Instructors reserve the right to deduct points if late work is accepted.

Exam Administration Protocol

Students must bring a #2 pencil to each written examination. You should arrive a few minutes prior to the examination and may bring only your scantron, pencils, eraser, and a clear water bottle to your desk. Late arrivals will not be allowed makeup time at the end of the examination. No study materials of any kind can be accessed at any point during an examination. You may not access your cell phone, speak with other students, or leave the room once the examination has begun. Headphones and ear buds are not permitted during examinations. Students may wear disposable ear plugs to dampen noise during examinations. It is the student's responsibility to print their name and the date on the Scantron sheet, to fill in all bubbles completely, and to double-check answers prior to submitting a test to the instructor or proctor. Once turned in, tests will not be returned to students.

If you believe that you are unable to make it through the entire examination without a bathroom break, you must notify your instructor or proctor in advance. In such circumstances, students will be given approximately one-half of the written questions at the beginning of the test and must submit answers to these questions prior to taking a break. Upon return from the break, students will be given the remainder of the exam. Only one student at a time may leave the room for a bathroom break during an examination. During the bathroom break, examination time continues to elapse. This means time spent on a break is time that you are choosing to not spend on the examination.

Challenge of a Test Answer

If a student feels that a scored test item is incorrect, the student may request to have the answer re-evaluated. Students must follow the procedure described below to challenge a test answer.

1. Submit a request to your instructor in writing.
2. The request must explain why you think the item was scored incorrectly, including specific citations from course materials.
3. After the instructor reviews the request, possible outcomes include a) the original test answer will stand, b) the key will be revised to reflect a different answer as correct, c) two

or more answers may be accepted as correct, or d) the question may be omitted from examination scoring.

4. If changes to a test answer are made due to a student challenge, the instructor will regrade the entire examination for each student in the course. This could result in an increase or decrease in a student's final test score.

Assignment of Grades

Student grades are awarded based upon a competency-based philosophy of education. All PTA classes will be graded based upon performance criteria established by the instructor. Students will be informed of grading criteria in advance via the course syllabus. PTA Program courses use the following grading scale.

Grade	Definition
A	Excellent = 90.00% or higher
B	Above Average = 80.00% to 89.99%
C	Average = 70.00% to 79.99%
F	Failing = less than 70.00%
I	Incomplete = insufficient work to justify a grade due to excusable reasons
S	Satisfactory = equivalent to "C" or better
U	Unsatisfactory = equivalent to "F"

SECTION 6 – PROGRAM ADVISING AND ACADEMIC STANDING

Advising

Each student will be assigned to a faculty advisor at orientation. Your advisor will provide you with advice regarding course scheduling and your progress through the Program. It is recommended that students meet with their advisor early during the first year to identify general education course needs and scheduling recommendations. Students should also meet with their advisor toward the end of the first year to discuss academic progress and standing in the Program. Students who need a signed education plan for financial aid purposes or who wish to request credit for prior learning in lieu of taking a specific general education course should contact their advisor as early as possible for assistance.

Progression in the Program

It is expected that students will complete the entire curriculum with their cohort in seven consecutive terms. If you are concerned about your ability to do this, you should meet with your faculty advisor to discuss the issue immediately. All PTA Program general education and technical courses must be completed with a grade of “C” or higher (or “Satisfactory” for clinical education courses). **If students do not obtain a minimum grade of “C” in any course within the PTA Program curriculum, the student will be dismissed from the Program.**

Petition for Leave of Absence

If a student cannot complete the curriculum within the normal period, the program of study may be extended with permission from the faculty adviser and program director. It is the student’s responsibility to request a meeting with their advisor and program director to discuss the need for an extension. Upon approval, the student, advisor, and program director will agree to a revised plan of study. In such cases, the student will need to complete a "Petition for Program Leave of Absence" form which outlines the details of the extension agreement. Because of enrollment limitations, extending curriculum completion beyond two years must be on a space-available basis. Requests to extend beyond three years will not be considered because of the large body of knowledge, skills, and professional behaviors that must be assimilated to develop the minimum required competencies for entry-level work as a PTA.

Students on an approved leave of absence will be temporarily removed from the Program and their major will revert to general studies. In such cases, students must contact the program director to confirm their intention to resume Program enrollment one term in advance so that paperwork to reassign the student to the PTA major can be submitted and processed. If degree requirements have changed during the leave of absence, the student may be asked to complete current requirements to earn the degree. Students who are unable to maintain satisfactory progress may, through a process of review, be removed from the Program.

Professional Probation

The program faculty places great importance in students being able to demonstrate not only successful academic achievement, but professionalism as well. To this end, students are expected to maintain a satisfactory level of both. Any student demonstrating behavior inconsistent with the [APTA Core Values for Physical Therapists and Physical Therapist Assistants](#), [Standards of Ethical Conduct for the Physical Therapist Assistant](#), or the [MHCC Student Code of Conduct](#) may be placed on professional probation. The faculty views this action as a serious attempt to assist the student in successfully completing the program.

Students who demonstrate behavior considered unprofessional will receive verbal feedback from their instructor or program advisor. Repeated episodes of unprofessional conduct, or a single episode of behavior considered highly unprofessional, will be documented by the faculty member, and referred to the program director. The student will have an opportunity to meet with the program director to discuss the concern and to provide additional information. At the conclusion of this meeting, the program director may place the student on professional probation with a plan for improvement. The plan will be discussed with the student, documented in writing, and will include the consequences of failure to meet the conditions of professional probation. Consequences may include involuntary removal from the Program.

Removal from the Program

There may be times when a student should be involuntarily removed from the Program for issues including failure to maintain satisfactory academic progress, failure to complete administrative requirements for clinical education, failure to complete the requirements outlined in a leave of absence or program extension agreement, violations of the student code of conduct, unsafe behavior, unethical behavior, non-compliance with college, program, or clinical policies, or other behavior inconsistent with values of the physical therapy profession. The process for removal is as follows.

1. The program director will conduct a thorough assessment which includes review of the academic record, statements from the student, program advisor, instructors, classmates, director of clinical education, clinical instructors, and/or other relevant individuals.
2. The student will receive a written notice of the concern and will be given an opportunity to meet with the program director and division dean to listen to the concern, recommended course of action, and to provide additional information.
3. Recommendations could include academic remediation, consultation with healthcare personnel, tutoring, referral to the AVID-Learning Success Center, referral to the Career

Planning and Counseling Center, consultation with Accessible Education Services, or other academic or student support programs.

4. At the end of the session, should the student agree to the recommendations, the student and program director will sign a written plan of action outlining the required accommodations, processes, and procedures to be followed for the student to successfully stay in the Program. The student must comply with the plan of action. If the student does not, the program director may begin the procedure for involuntary removing the student from the PTA Program.
5. If the student is unwilling to comply with the accommodations, or if there are no reasonable accommodations to be made, the program director will begin the procedure for involuntarily removing the student from the PTA program.
6. This action is subject to review if extenuating circumstances exist. The student may appeal this decision through the Committee on Student Conduct.

Degree Awarding and Commencement

Upon verification by the Admissions, Registration and Records office that the degree requirements are satisfied, students will automatically be awarded the Associate of Applied Science degree. Students need to complete the entire curriculum in the Program's prescribed sequence with their cohort to be eligible for automatic awarding of the degree. Please note, students who wish to have their name printed in the Commencement Program book must submit an online [MHCC Graduation Application](#) form two terms prior to the planned term of completion.