Student Handbook

Table of Contents

Chapter 1: General Information ......................................................................................... 8

1.1 - Introduction ................................................................................................................. 8

1.2 - About Hodges University .......................................................................................... 8

1.3 - Americans with Disabilities Act (ADA) of 1990 ...................................................... 9

1.4 - Notice of Nondiscrimination ....................................................................................... 9

1.5 - Tips for Success .......................................................................................................... 10

Chapter 2: Student Services Offices .................................................................................. 11

2.1 – Office of Admissions ................................................................................................ 11

2.2 – Office of the Registrar ............................................................................................. 11

2.3 – Office of Student Financial Services ..................................................................... 12

2.3.1 – General Description ............................................................................................ 12

2.3.2 - Financial Aid ........................................................................................................ 12

2.3.3 - Student Accounts ............................................................................................... 12

2.3.4 – Auxiliary Services ............................................................................................... 12

2.3.4.1 – General Description ....................................................................................... 12

2.3.4.2 - Student Copy/Printing Services .................................................................. 12

2.3.4.3 - Textbook Solutions ....................................................................................... 13

2.5 – Office of Student Experience ................................................................................... 13

2.5.1 – General Description ............................................................................................ 13

2.5.2 - Orientation ......................................................................................................... 14

2.5.3 - Career Services .................................................................................................... 14

2.5.4 - Student Accommodations .................................................................................. 15

2.6 – Dr. Peter Thomas Veterans Services Center ............................................................. 15

2.6.1 – General Description ............................................................................................ 15

2.6.2 - Veterans Benefits ............................................................................................... 15

2.7 – Library ....................................................................................................................... 15

2.7.1 – Library Services ................................................................................................. 15

2.7.2 - Tutoring Services ............................................................................................... 15

2.8 – Information Technology Department .................................................................... 16

2.9 – Office of Campus Safety .......................................................................................... 16
Chapter 8: Student Rights and Responsibilities

8.1 – Student Rights and Responsibilities .................................................. 54

8.2 – Student Rights Concerning Educational Records .......................... 56

8.3 – Student Rights Concerning General Data Protection Regulation (GDPR) ...... 57

8.3.1 – General Description ........................................................................... 57

8.3.2 - What is “Personal Data” and “Processing”? .................................... 57

8.3.3 - How and When Do We Collect Your Personal Data? ...................... 57

8.3.4 - The Types of Personal Data We Collect ......................................... 58

8.3.5 - How We Use Your Personal Data ......................................................... 58

8.3.6 - Why We Process Your Personal Data ............................................. 59

8.3.7 - How We Share Your Personal Data .................................................. 59

8.3.8 - Your Rights with Respect to Your Personal Data .......................... 60

8.3.9 - Questions/Concerns/Complaints ...................................................... 60

8.3.10 - Relevant Hodges Contacts ............................................................. 60

8.4 – Student Grievance Policy ................................................................. 60
Chapter 9: Student Financial Resources ........................................................................... 64
9.1 – Financial Aid ........................................................................................................... 64
9.1.1 – General Description ......................................................................................... 64
9.1.2 - Federal Pell Grant ............................................................................................. 64
9.1.3 - Federal Supplemental Educational Opportunity Grant (FSEOG) .............. 64
9.1.4 - Federal Direct Student Loans ........................................................................... 64
9.1.5 - Direct PLUS Loans (Parent & Graduate) ....................................................... 65
9.1.6 - Federal Work-Study Program ........................................................................... 65
9.1.7 - Florida Effective Access to Student Education (EASE) Grant ................. 66
9.1.8 - Florida Student Assistance Grants (FSAG) .................................................. 66
9.1.9 - Verification Policy ............................................................................................ 66
9.1.10 - Hodges University Department of Defense (DoD) Tuition Assistance Policy 66
9.2 – Scholarships .......................................................................................................... 67
9.2.1 – General Description ......................................................................................... 67
9.2.2 – General Eligibility Requirements .................................................................... 67
9.2.3 – Selection Process ............................................................................................. 67
9.2.4 – ICUF Scholarships ......................................................................................... 68
9.2.5 - Criteria for consideration ................................................................................. 68
9.2.6 - Named Scholarships ....................................................................................... 69
9.2.7 - Friends of the University Educational Support Scholarships .................. 69
9.2.8 - Presidential Scholarships ................................................................................ 69
9.2.9 - Outside Scholarships ....................................................................................... 70
Chapter 10: Student Activities .......................................................................................... 71
10.1 – Student Clubs and Organizations ........................................................................ 71
10.2 – Honor Societies ................................................................. 71
  10.2.1 - Sigma Beta Delta ......................................................... 71
  10.2.2 - Alpha Eta ................................................................. 71
10.3 - Publications ................................................................. 72
Chapter 11: Campus Safety .................................................... 73
  11.1 - Fire Drill or Fire Alarms .................................................. 73
  11.2 - False Alarm or Endangering the Safety of Others ............. 73
  11.3 - Severe Weather ........................................................... 74
  11.4 - Security ................................................................. 74
  11.5 - Firearms and Weapons ................................................. 75
  11.6 - Bomb Threats ............................................................ 75
  11.7 - Breaking and Entering .................................................. 75
  11.8 - Theft or Unauthorized Possession ................................... 75
  11.9 - University Liability .................................................... 76
Appendix 1: Physical Therapist Assistant Program Handbook ........ 77
Appendix 2: Nursing Program Handbook .................................... 117
Appendix 3: Clinical Mental Health Program Handbook ............... 155
Chapter 1: General Information

1.1 - Introduction

This Handbook represents current information, requirements, and policies of Hodges University at the time the text in the Handbook was prepared. The provisions of this Handbook do not constitute an offer for a contract that may be accepted by students through registration and enrollment.

The Student Handbook is in effect until the next edition is published or updates are otherwise made available. Students are advised, however, that the University, in its sole discretion, reserves the right to alter any policy when necessary to preserve the welfare of its students, personnel, and/or Hodges University at any time with or without notice to the student.

Changes in University policies and guidelines will take precedence over information described in the Student Handbook, effective on the date the change is adopted, or on the date specified in the change.

It is the individual student’s responsibility to inform himself/herself about University matters. Failure to read the Student Handbook does not excuse students from the rules, policies, and procedures contained in it. Please consult the current Hodges University Catalog which contains other information and expectations pertaining to student obligations.


1.2 - About Hodges University

Hodges University, a regionally accredited, private nonprofit institution founded in 1990, prepares students to leverage higher learning in their personal, professional, and civic endeavors. With over 10,000 graduates having a 93 percent rate of continued success in careers, Hodges is recognized for developing programs that are uniquely designed and delivered to serve a diverse adult learner population. With campuses in Naples and Fort Myers, Florida, Hodges provides flexible day, evening, and online classes taught by world-class faculty for undergraduate and graduate degrees.

There are five schools that comprise Hodges University: Fisher School of Technology, Johnson School of Business, Nichols School of Professional Studies, School of Health Sciences and School of Liberal Studies. The university is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, bachelor’s, and master’s degrees, in addition to professional certifications.

Hodges University has been recognized locally, regionally and nationally for program excellence. This includes being ranked as a top university program by the Sales Education Foundation, plus many of the online degree programs nationally ranked for excellence and affordability. Hodges University is ranked in Florida’s top three safest campuses, and in the top three percent nationally. Additionally, Hodges University is one of only a few in the state of
Florida named a Gold Military Friendly School. Scholarships, internships and parallel work opportunities are available for students.

Hodges University works closely with employers to develop and implement programs of study that will prepare its socio-economically and ethnically diverse student body to fill the workforce needs of the local community and to become contributing members to the growth of the Southwest Florida region.

In addition to its undergraduate and graduate degree programs of study, Hodges University facilitates a comprehensive English as a Second Language (ESL) program, which offers English language immersion to non-native speakers of English who want to increase their fluency. This intensive program is designed to enhance students’ existing knowledge, training and job skills; further their ability to communicate in English; and allow them an opportunity to pursue employment opportunities in the United States.

**1.3 - Americans with Disabilities Act (ADA) of 1990**

Hodges University is dedicated to the principle of equal opportunity for qualified persons without regard to race, color, religion, gender, sexual orientation, national origin, age or disability in its educational programs. Inquiries concerning the Americans with Disabilities Act should be directed to the ADA Coordinator, Dr. Laura Stanford, Director of Student Experience at StudentExperience@hodges.edu. Mail inquiries should be sent to the following address: Hodges University, Attn: ADA Coordinator, 2647 Professional Circle, Naples, FL 34119.

**1.4 - Notice of Nondiscrimination**

Hodges University does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, or disability in the provision of educational opportunities or employment opportunities and benefits. All members of the University community are valued equally. Hodges University does not discriminate on the basis of sex or disability in the education programs and activities that it operates, pursuant to the requirements of all applicable federal and state legislation and regulations including, but not limited to, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. This policy extends to both employment by and admission to Hodges University. Inquiries concerning Title IX, Section 504 should be directed to the Title IX Coordinator, Dr. Char Wendel, Legal Studies Program Chair. Inquiries concerning the Americans with Disabilities Act should be directed to the ADA Coordinator, Dr. Laura Stanford, Director of Student Experience. Mail inquiries should be sent to the following address: Hodges University, Attn: ADA Coordinator, 2647 Professional Circle, Naples, FL 34119.
1.5 - Tips for Success

The staff and faculty of Hodges University are committed to your success. Please don’t hesitate to contact your Student Experience Advisor if you need help. Listed below are twelve tips that will aid in your success:

1. Review and adhere to the University Catalog, Student Handbook, and Terms and Conditions for enrolling in a course.
2. Complete the university’s online orientation.
3. Familiarize yourself with the Hodges University website.
4. Meet regularly with your Student Experience Advisor. Regular communication with your advisor can often reduce stress and help you prioritize tasks in order to be successful.
5. Check your Hodges email daily, and only use your hodges.edu email for university communication (no personal emails).
6. Your Student Experience Advisor can help you connect with our Student Financial Services Department to help you understand your financial aid obligations, learn money management skills, and explore scholarship opportunities.
7. Connect with library services and build relationship with librarians to aid in your academic success and learn how to use the library database.
8. Familiarize yourself with your student portal, MyHUgo, and your online learning platform before your first day of classes.
9. Come prepared to class, ask questions and participate.
10. Communicate regularly with your professors and let them know when you experience difficulty.
11. Engage with your classmates and form study groups for academic success.
12. Use the academic calendar to plan for important dates including deadlines, activities, and university events.
13. Start thinking about what you would like to do with your degree. Field experiences, internships, mock interviews, networking and job search assistance, resume building, and career events are just a few ways you can ready yourself for a competitive job market. Hodges University designs its programs to fit the needs of employers and we offer a variety of career services through our Student Experience office. Deciding on a targeted career is a process which involves discussion with several professionals and career specialists, as well as volunteer experiences and current employment. Students may talk with their professors about their career goals or stop by the Office of Student Experience which offers career counseling, career assessment, help with resume and cover letter development, mock interviews, and networking and job search assistance.

Email StudentExperience@hodges.edu if you need advice or resources to promote your success.
Chapter 2: Student Services Offices

The Student Services offices offer programs which provide students with lifelong learning opportunities and services to make the university experience a positive memory of involvement. From the initial contact in the Office of Admissions to the continuing support network of the Alumni Association, the Student Services offices furnish encouragement and information to the students of Hodges University.

The Student Services offices and University Administration have an "open-door" policy and staff are available to help answer any questions. Appointments are not necessary, but due to the volume of students seeking assistance on a daily basis, are strongly recommended for student convenience.

2.1 – Office of Admissions

The Assistant Vice President of Enrollment Management is responsible for enrollment and providing informational support to new Hodges University students. The Assistant Vice President of Enrollment Management is assisted by the Director of Admissions and the Admissions Office staff who have the responsibility of advising, interviewing and recruiting prospective students. The Office of Admissions assists students new to the university throughout the intake process until they are registered for courses.

The Admissions Office promotes interaction with a prospective student on an individual basis, realizing that each student’s background, education, work experience and personal needs differ. Communication may take place via personal interview, by phone, by email and/or by text message with the purpose of educating a student to help select the program that fits his/her needs. The admissions team leads the prospective student through the process of admission to the university and works closely with the Registrar’s Office, the Office of Student Financial Assistance, and the Office of Student Experience to verify the student has all of the information necessary to make a sound decision for his/her future.

2.2 – Office of the Registrar

The Director of Student Records/Registrar is responsible for student records and providing informational support to current Hodges University Students. The Director of Student Records/Registrar is also responsible for the supervision of the Registrar’s Office. It is the responsibility of the Director of Student Records/Registrar to monitor student academic records for accuracy to ensure that the records are current. The Director of Student Records/Registrar is responsible for the implementation, administration, and monitoring of the student database as it pertains to student records.

Student services available online under Self-Service in the MyHUgo portal include online registration, schedule changes, updating personal information, applying for graduation, accessing grades, requesting a transcript, and more. Students may email registrar@hodges.edu with additional questions. The Registrar’s Office provides imperative services regarding academic status to all students in a customer service atmosphere, while maintaining accurate records.
2.3 – Office of Student Financial Services

2.3.1 – General Description

The Office of Student Financial Services is the centralized office for all student financial needs, including financial aid, student accounts, auxiliary services, and the Dr. Peter Thomas Veterans Service Center. Its mission is to be student financial success-focused while providing the highest level of service and equal opportunity in the awarding of funds. The office strives to increase opportunities for access and affordability by providing accurate financial information and individualized guidance and support for students and families in an environment which embraces teamwork and collaborative partnerships.

Under the supervision of the Assistant Vice President of Student Financial Services and the Executive Vice President of Administrative Operations, the dedicated staff are here to help with all student financial needs.

2.3.2 - Financial Aid

The Financial Aid team provides financial information to students regarding federal/private student loans, federal/state grants, FAFSA, and financial aid verification. Please remember that most financial aid funding is based upon student financial need, institutional costs, and the availability of funding.

2.3.3 - Student Accounts

The Student Accounts team provides financial information to students regarding account/billing inquiries, tuition/fee charges, third-party sponsor billing and payments, payments, payment plans, and refunds.

2.3.4 – Auxiliary Services

2.3.4.1 – General Description

Auxiliary Services is a diverse group of units offering goods and services to the University community that are essential to academic and administrative success. By providing convenient, user-friendly, customer driven and cost-effective goods and services, Auxiliary Services supports the University’s mission and enhances the student experience; minimizes the impact on cost of attendance; and provides competitive, customer-focused businesses. On both campuses, Auxiliary Services is available to help and support the University with the following needs.

2.3.4.2 - Student Copy/Printing Services

In order to encourage responsible printing and copying and to be conscious concerning use of resources, Hodges University implemented an institutional policy regarding student copying and printing on both campuses. The policy states that all customers are required to utilize our pay-for-print system which allows customers to pay a reduced rate per sheet. Please see the guide below regarding cost of printing, per sheet.
• Regular Paper (8.5 x 11)
  o Black & White – 0.15 per sheet
  o Color – 0.40 per sheet
• Special Paper (11 x 14)
  o Black & White – 0.20 per sheet
  o Color – 0.45 per sheet
• Special Paper (11 x 17)
  o Black & White – 0.20 per sheet
  o Color – 0.45 per sheet

The cost of printing is subject to change without notice and in the University’s sole discretion.

2.3.4.3 - Textbook Solutions

Hodges University strives diligently to provide course materials (textbooks/e-books) to students at a rate that is less than what a student would pay to purchase the same course materials independently. A Resource Fee will be charged for each course that a student is registered for per session, if there are course materials required. The resource fees will range from $0 - $500 per course, depending on the number of required course materials for a course and the type of material (e-book vs. physical textbook).

Some Hodges University courses are designated as having zero textbook cost (ZTC). This means the course has been designed in such a way where the students do not have a cost for books, access links, or any other associated course costs. ZTC courses are designed with Open Educational Resources (OER) and / or include learning materials such as links to scholarly and professional websites, resources from library databases, or materials created by Hodges University professors (e.g. digital handouts and recorded presentations).

Students may opt out of the Resource Fee charges if they prefer to purchase all course materials externally. The opt-out process must be completed prior to the start of a student’s courses. The opt-out process will be for all courses for the requested session; students will not be permitted to choose between which Resource Fees they would like to opt out of. Students should be aware that if they opt out, they will be required to purchase all course materials on their own and may not use Title IV financial aid funding.

2.5 – Office of Student Experience

2.5.1 – General Description

The Student Experience Center, located in the library on the Hodges University Fort Myers campus and the student services suite on the Naples campus, provide a welcoming and informative environment where students receive support to reach their educational and career goals. The department offers resources and support in the following areas: academic and career advising, career services, orientation, scholarships, student accommodations/ADA, student volunteer opportunities, clubs and organizations, and other student retention initiatives. The
Director of Student Experience supervises the Student Experience Advisors along with evaluating strategies and initiatives that promote student success. Student Experience will also offer referral resources in the community, educational seminars and workshops. Students may email StudentExperience@hodges.edu or call 239-482-0019 with questions or request for services.

Student Experience Advisors are the point of contact for students navigating their experience at Hodges University. All students are assigned to a Student Experience Advisor based upon their degree program. These advisors are responsible for providing career counseling and services, orientation, academic advising, and ADA services at the university. Students are encouraged to reach out to their Student Experience Advisor with any questions, concerns, or for support.

2.5.2 - Orientation

New students, as well as those returning to the University after three consecutive sessions of nonattendance, are encouraged to complete the online orientation. Completion of the online orientation will introduce students to resources available for academic success and navigating the university experience. Students are also introduced to administrators, faculty, and staff of the University.

2.5.3 - Career Services

Student Experience Advisors provide a variety of career resources to registered students and graduates, including opportunities for students to explore career options through skills, values, interests and personality assessments. Students who are unsure about their career are encouraged to schedule an appointment for one-on-one career counseling. Career Services can be contacted via email at StudentExperience@hodges.edu or call 239-482-0019.

Student Experience Advisors offer assistance with resume and cover letter preparation, managing the job search process, building strong networking skills using social media and in person networking meetings, professional attire, information about job fairs, preparing for interviews, salary negotiation, and managing the interview follow-up process and employment acceptance process.

The Student Experience department maintains a list of top employers in the area, and positions are posted on Hodges University's online job board. Because information pertaining to job opportunities is time sensitive, students should check the online job board frequently, because information pertaining to job opportunities is time sensitive. Students are encouraged to participate in special employer events such as career fairs that provide opportunities for networking with employers. These events are highly beneficial in exposing the student to legitimate career options, but also in facilitating skill-building in networking, communication, presentation, self-awareness, and self-confidence.

The Student Experience department also compiles annual career outcomes for each program, and requests employment information from every graduate. Individuals who need job assistance should schedule an appointment. Employment information will be used to prepare a Career Outcomes Report on every class following graduation.
2.5.4 - Student Accommodations

Recognizing its commitment to providing equal access and equal opportunity, Hodges University provides student accommodations that assist individuals with special needs in accessing and making use of campus services and facilities. Students in need of any type of accommodations are encouraged to contact the Office of Student Experience at StudentExperience@hodges.edu or call 239-938-7730 to make arrangements for any needed assistance, to receive an orientation to the campus, and to discuss the support they will need to complete their academic program. Anyone requiring special accommodations in order to participate in campus events should contact his/her Student Experience Advisor four weeks prior to scheduled activities.

It is the responsibility of the student with special access needs to inform the University of these special needs and to provide the requisite supporting documentation.

2.6 – Dr. Peter Thomas Veterans Services Center

2.6.1 – General Description

The Dr. Peter Thomas Veterans Services Center, incorporated with the Office of Student Financial Services, is committed to supporting military veterans, active duty service members, members of the reserve and guard, and their families in reaching their academic and career goals. Both campuses have a dedicated space for the Veterans Services Center and a full time staff member. Support services focus on the special needs of all military veterans, service members and their families. Referrals are made to appropriate offices and/or outside resources that share our passion for veterans.

2.6.2 – Veterans Benefits

Hodges University’s participates in all VA education programs, including Tuition Assistance program and the MySeco program for active duty service member’s spouses. Hodges University also offers a tuition discount to qualified active duty military personnel and veterans not eligible for any VA education benefits or other discounts. Please refer to the Registration Terms and Conditions for details.

For more information regarding the Dr. Peter Thomas Veterans Services Center, please email veteransservices@hodges.edu.

2.7 – Library

2.7.1 – Library Services

The Terry P. McMahan Library in Fort Myers and the library in Naples offer access to computers and study spaces. The library’s Web page Library gives online access to electronic databases, books, open access resources, and research guides. Librarians are available for personalized research assistance in person and online through Ask A Librarian.

2.7.2 - Tutoring Services
It is the responsibility of the student to identify their need for tutoring and to discuss this need with either the professor, Program Chair, or Student Experience Advisor to determine available resources.

2.8 – Information Technology Department

The information technology department is dedicated to providing the highest industry standards for technological resources in a collegiate environment, while maintaining a friendly, flexible and first class experience to the university community as a whole.

Hodges University provides electronic mail services to students and alumni to use as their primary e-mail address. Communication between Hodges University and Students will take place via this account. Hodges University encourages the use of e-mail in support of instruction, research and public service. Students are urged to make extensive use of e-mail to communicate with their instructors, support staff and fellow students. In support of email usage Hodges University provides students with instructions for accessing student email using mobile devices. As the University cannot secure personally owned devices, students use mobile devices to access University email at their own risk. Students are expected to use e-mail services responsibly, i.e. to comply with all applicable local, state, and federal laws, and with other University policies. A full explanation of the electronic mail services of Hodges University can be found via MyHUgo.hodges.edu “Student HelpDesk.” Detailed policies concerning the use of University technology resources are outlined in this Student Handbook.

2.9 – Office of Campus Safety

The Office of Campus Safety is comprised of two main sections: campus security and building management. The University provides a number of security measures including, but not limited to: armed security officers on each of its campuses, security cameras, card access on multiple doors along with panic and intrusion alarms. The building management team maintains the buildings on both campuses.

2.10 – Office of First Impressions

The Office of First Impressions oversees the University’s front desk operations including reception services, switchboard operations, greeting visitors, and mail services. Led by the Assistant Director of First Impressions and reporting to the Executive Vice President of Administrative Operations, it is the responsibility of this office to ensure that faculty, staff, students, and guests are greeted in a manner in keeping with the University’s commitment to unparalleled customer service whether they arrive to our institution in person or on the phone.

2.11 – Alumni Network

The Hodges University Alumni Network increases the connection alumni have with the institution and provides opportunities to allow graduates to enjoy several benefits. These include career networking, social events, reunions, and other programs that the Alumni Network organizes and sponsors.
Chapter 3: University Policies

3.1 – ID Card Policy

All students are required to obtain and visibly display their Hodges University identification card while on campus. Distance education students are required to obtain an ID card for purposes of a picture ID and to access library services and privileges. Each January students are required to secure a new colored sticker to be placed on the front of the ID badge. Stickers are available at the front desk of each of the campuses. The bar code on the reverse side of the ID card will provide students with the access to these services and privileges. Students are strictly prohibited from loaning or sharing their ID cards with anyone, and if lost, the student must immediately report the loss to the front desk personnel who will replace the card. Replacement of ID cards will be at the expense of the student.

3.2 – Student Identification Policy

When requesting information in person, Hodges University requires students to show a university student photo ID card before any information will be released. Requests made over the phone or via email require that students provide the last four digits of his or her social security number or date of birth as well as the student ID number.

3.3 - Address Changes

Each student is responsible for notifying the Registrar’s Office of a change of permanent home address by completing a Change of Address form located in My Profile in WebAdvisor.

3.4 – Tobacco Policy

Hodges University is a tobacco-free campus. The use, distribution, or sale of any form of tobacco is strictly prohibited on all Hodges University properties, whether owned or leased by the university, with no exception. This includes cigarettes, chewing tobacco, pipes, cigars, vapes, e-cigarettes, or any other tobacco product or device. The promotion or advertisement of tobacco products is also strictly prohibited in all publications, whether hard copy or electronic, including but not limited to university publications, brochures, documents, websites, portals, and event programs.

3.5 – Drug and Substance Abuse Policy

Hodges University supports a safe and healthy learning environment. All students, staff, vendors, lessees, and visitors are expected to adhere to the following policies regarding drug and substance abuse.

3.5.1 – Policy

Hodges University strictly prohibits the unlawful distribution, possession, or use of illegal or prescription drugs or substances on University property or as part of any Hodges University activity. This includes the unlawful, illicit, or unauthorized use, possession, distribution or dispensation of alcohol. Hodges University students shall not be intoxicated or under the
3.5.2 - Sanctions

There are local, state, and federal legal sanctions applicable to the unlawful possession or
distribution of illicit drugs and the unlawful use of legal substances including alcohol. In every
case, penalties vary based on the severity of the offense and the number of offenses. Students
who are suspected to be under the influence of any substance that alters their mental state,
level of awareness, or causes university staff members’ concern, will be referred to local law
enforcement officials.

Noncompliance with the University's rules and regulations and behavior standards will be
subject to appropriate disciplinary sanctions as outlined in the student disciplinary procedures
detailed in the Student Handbook.

3.6 – Condolences Policy

Hodges University will respond in an appropriate manner upon the death of a student, faculty, or
staff member. For questions, please contact the Office of Student Experience.

3.7 – Endorsements Policy

Hodges encourages its students to be actively involved in the local community. However, it is the
policy of Hodges University not to provide endorsements or sponsorships for individual students
and/or their causes.

3.8 – Pet Policy

Hodges University welcomes trained service animals (as defined by federal law) in all
classrooms, events, meetings, etc. All other animals may not be brought into any campus
building at any time.

3.9 – Guests and Children on Campus Policy

The University allows children, (minors under 18, under the total and direct supervision of their
parents/legal guardians) to accompany their parents/legal guardians in very limited areas within the
University. These limited areas are listed in Administrative Office Visits of this policy. Children
who are ill should not be brought to the campuses. Children must always be in the immediate
presence of their parent/guardian including in restrooms and all common areas of the University.
Parents of disruptive children will be asked to leave University property immediately.
Hitting, slapping, or yelling at a child while on University property is not permitted. Faculty and staff that see a child being abused should contact Campus Security immediately. Florida law requires any individual who suspects that a child has been abused by any person to report that to the Florida Abuse Hotline. Any allegations a child was abused or neglected by a caregiver will be investigated by the Department of Children and Families, while allegations of child abuse by someone other than a caregiver will be accepted at the Hotline and immediately transferred electronically to the appropriate local law enforcement agency where the child lives.

Guests on campus must first stop by the Reception Desk for a visitor’s pass to be worn prominently for the purpose of security and safety.

3.10 – Event Policy

3.10.1 – General Policies

All student events and any use of University facilities by outside organizations including, social events in all areas, on campus or at a host site, must receive approval from the Executive Vice President of Administrative Operations through the registration process.

The Executive Vice President of Administrative Operations must be provided with the following information for the registration request/process:

a) Expected total number of guests;

b) Event’s date and beginning and ending times;

c) Description of event and theme (if applicable);

d) Type of food to be served;

e) If the event is being cosponsored, the registration request must have the signature/acknowledgement of a representative from the other organization.

The group or host registering an event must comply not only with Hodges University’s policies and guidelines but also those guidelines developed by the group or host’s governing body.

Students may not invite outside speakers to address a campus audience without prior authorization from a faculty advisor. Contact the Office of Student Experience at StudentExperience@hodges.edu for additional guidance. Approved guests may present their personal opinions and/or provide proprietary information about their organizations. Hodges University neither supports nor endorses the information provided by these speakers or organizations.

3.10.2 – Events with Alcohol

Students are not permitted to host events on campus where alcohol is served. When students attend University-sponsored events where alcohol is served, students are required to adhere to responsible consumption policies to ensure their own safety and the safety of others.
Noncompliance with the University's rules and regulations and behavior standards will be subject to appropriate disciplinary sanctions as outlined in the student disciplinary procedures detailed in the Student Handbook.

3.11 – Soliciting Policy

Solicitors are not permitted at Hodges University. Solicitation or sales by students or other persons are prohibited unless prior permission is granted by the Executive Vice President of Administrative Operations. Violators should be reported immediately to the Executive Vice President of Administrative Operations for prosecution by legal authorities.
Chapter 4: Student Conduct Policies

4.1 – Student Behavior Standards

4.1.1 – General Standards

Hodges University has established the following behavior standards to develop student awareness and responsibility to the University community and the institution. Behavior, for which a student is subject to discipline or dismissal from a class or internship by the University, falls into these categories:

1. Any act of dishonesty involving Hodges University, including (but not limited to) cheating, plagiarism, misuse of University documents or records, forging or knowingly furnishing false information to or from the University.

2. Disruption of the operation of Hodges University including, but not limited to, teaching, research, administration, disciplinary procedures, or any scheduled University activity.

3. Language that may be considered threatening, intimidating, offensive, harassing, or otherwise inappropriate or in violation of the University’s nondiscrimination statement.

4. Damage to, or theft of, Hodges University property, or property of a member of the University community while located on University property or at a Hodges University sponsored event.

5. Unauthorized entry or access to Hodges University equipment, facilities, supplies, or records.

6. Failure to wear and prominently display his/her student ID badge on campus.

7. Abuse, assault, or battery of any person on Hodges University property or conduct which endangers the health, safety, or welfare of any person.

8. Failure to be respectful and considerate in verbal, nonverbal, and written communication with faculty, staff, clinical staff, internship partners, patients, other students, and any other individuals involved in any University activity.

9. Unlawful possession, use, or distribution of any controlled substance, as defined by law, on University property.

10. Unlawful possession of weapons on Hodges University property. Weapons are defined as any object that could cause serious bodily harm such as, but not limited to, firearms, knives with a 3-inch or larger blade, pepper spray, brass knuckles, projectiles, explosives, clubs, cap or BB guns, or any other object that can be used to threaten or harm another individual.

11. Disorderly, lewd, indecent, or obscene conduct on University property, at University events, or while representing Hodges University in any capacity.
12. Failure or refusal to comply with directions of Hodges University officials acting in the performance of their duties.

13. Failure or refusal to comply with the internship policies and procedures established for each program. If a student’s behavior results in an internship being terminated, the student will not be assigned another internship, which may result in the student not being able to graduate.

14. Students who are intoxicated, or otherwise under the influence of any substance that alters their mental state or level of awareness or causes university staff concern for their safety or the safety of others.

15. Student actions that reflect negatively upon the core values of the University, portray the University in a negative light to the community, or otherwise adversely impact the University.

16. Students who have been arrested for a violent crime, but have not yet been convicted.

4.1.2 - Student Disciplinary Procedures

Students in violation of the Student Behavior Standards are subject to disciplinary action. An interim administrative suspension may be imposed without hearing pending final disposition of a disciplinary action for such violations. A formal suspension, probation, or dismissal may be imposed after formal proceedings as follows:

1. The student has been served written notice of the violation. Service may be in person, by sending the notice U.S. regular mail to the address provided on the last registration form signed by the student, or by email to the student’s assigned University email account.

2. The student, upon the student's request, is provided inspection and/or review of the evidence of the violation. The University will redact evidence, as necessary, in order to protect the identities of individuals supplying evidence as is deemed reasonable and appropriate, but especially in cases involving acts or threats of violence.

3. The evidence of the violation is reviewed by the disciplinary hearing officer.

4. Within seven (7) working days of the notice of violation, a student may request a hearing before the Hearing Officer. A hearing shall be held within seven (7) working days of the request, in which the evidence of the violation is presented, and the student is afforded an opportunity to examine the evidence of the violation and present any defense or extenuating or mitigating circumstances.

5. A written finding is provided to the student, the President, and Senior Vice President of Academic Affairs or designee, within seven (7) working days of the hearing. The written finding will contain a summary of the facts upon which the disciplinary decision is made and the terms and conditions of the disciplinary action.
A suspension or probation will state the duration and terms of the suspension or probation, and conditions of termination of the suspension or probation. A dismissal is final and prohibits re-entry into Hodges University.

The disciplinary hearing officer will be either the Senior Vice President of Academic Affairs or designee, or an ad hoc committee appointed by the Director of Student Experience. The composition of a disciplinary committee will be in the sole discretion of the Director of Student Experience.

A student may appeal the decision of the Disciplinary Hearing Officer or the Disciplinary Committee, if one is used, to the President of Hodges University. The appeal must be in writing within seven (7) working days and clearly specify the reason(s) for the appeal, or it will automatically be dismissed. The President will have final authority over the matter.

When any University staff member is notified of unacceptable (violent) behavior by a student, that staff member will email the Director of Facilities Management and Campus Safety with the name of the student, student ID number and all pertinent information regarding the behavior. The Director will then investigate the issue and if found to be credible, he/she will put a “security hold” on the student’s account. The security hold will remain in place until the situation is mitigated with an acceptable resolution as provided for by University policy. Instructions for this procedure is located in the Facilities Management Department Manual.

4.1.3 - Complicity

Students associated with, or present during, the commission of an act(s) by another, which constitutes a violation of University policy, may also be charged if the student’s behavior constitutes permission, contributes to, or condones the violation.

4.1.4 - Failure to Comply

All students and guests of Hodges University are expected to comply with the directives or reasonable requests of University officials acting in the performance of their duties. This requirement includes reasonable requests for students to meet in administrative offices; participation in administration and/or judicial proceedings; and compliance by the stated deadline with all terms and conditions of all disciplinary sanctions. Administrative discretion may be used to place a hold on a student’s account (registration, grades, etc.) if the student fails to comply with the directions of a University official.

4.1.5 - False Information

Providing false or misleading information to Hodges University or a University official or to a local, state, or national agency or official is a violation subjecting a student to disciplinary action up to and including expulsion or rescission.

Falsification of University records is prohibited. Hodges University records include, but are not limited to, admission, enrollment, registration, financial aid, student disciplinary, academic, health records, and student employment.
Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and University official. In cases where a student violates any of the terms of this policy, Hodges University will take appropriate disciplinary actions, up to and including expulsion.

4.1.6 - Fraud

Any act or statement (written or oral) containing false, incomplete, or misleading information intended to deceive or misrepresent any part of Hodges University or any person or business is prohibited.

4.1.7 - Interference with Investigations and Proceedings

Interference with University investigations, administrative procedures, or disciplinary proceedings, or judicial proceedings such as those conducted by the Director of Student Experience, or any other University office authorized to conduct investigations or disciplinary proceedings is prohibited. This includes, but is not limited to, the use of force, threat of force, coercion, or promise of reward to any person or property of persons involved in University investigations or disciplinary proceedings. No person may, without authorization, examine, take possession of, alter, or destroy University investigations or records or evidence. Interference with University investigations, disciplinary proceedings, or records may result in disciplinary action up to and including expulsion.

In an effort to foster and provide an environment free from bias or prejudice for the parties involved, publication of verbal or written communication regarding any University investigatory, administrative, disciplinary, or judicial proceeding is prohibited if the publication is deemed by the appropriate official overseeing the proceeding to compromise the impartiality and integrity of the proceeding.

Communication related to the proceeding will be limited to individuals using administrative discretion on a need-to-know basis.

4.2 – Academic Honesty Policy

4.2.1 - Introduction

This policy describes academic integrity and the procedures for handling academic dishonesty. This policy applies to all academic course work; that is, all graded submissions including but not limited to discussion boards, assignments, assessments, blogs, and wikis.

4.2.2 - Purpose

Hodges University adheres to the International Center for Academic Integrity’s definition of academic integrity as the commitment to certain core values: honesty, trust, fairness, respect, and responsibility.

1. Honesty: The quest for truth and knowledge requires intellectual and personal honesty in learning, teaching, research and service.
2. Trust: Academic Institutions must foster a climate of mutual trust in order to stimulate the free exchange of ideas.

3. Fairness: Treat students, faculty and staff according to HU standards and policies, administered in an impartial manner.

4. Respect: Foster an environment that enables honest and open communication, free from harassment and intimidation; where alternative points of view are treated with consideration, and the diversity of our academic community is appreciated; and where the work of others is acknowledged through the proper identification of sources.

5. Responsibility: All members of the university community are held accountable for their work and actions. Academically dishonest behavior is not tolerated and is viewed as a breach of community ethical standards.

Any form of academic dishonesty violates these core values, undermines the value of grades for the entire student body and negatively impacts the University’s reputation as an institution of academic excellence and integrity. For these reasons, the University does not tolerate any form of academic dishonesty during the time the student enters the University from undergraduate through graduate studies. The goal of the faculty, administration, and student body is to graduate men and women of integrity.

4.2.3 - Definitions

The following is a broad overview, not an all-encompassing definition, of what constitutes a breach of academic integrity.

Violations of the principle of academic honesty include plagiarism, cheating, fabrication, unauthorized collaboration, participating in academically dishonest activities and facilitating academic dishonesty.

Plagiarism is defined as any attempt to convey another’s work as one’s own original thought. It is the use of another person’s or organization’s words or concepts without giving the appropriate credit to that person or organization.

Plagiarism can be intentional or unintentional but regardless of the intent, the attempt/act is a breach of academic integrity. Students can avoid unintentional plagiarism by carefully following accepted scholarly practices. For example, notes taken for papers and research projects should accurately record sources of material to be cited, appropriately quoted, paraphrased or summarized. Papers, research projects, and other academic work should acknowledge these sources in the appropriate places in the text of the paper as well as in a References page at the end of the paper, in accordance with accepted citation practices.

The following is a non-exhaustive list of sources that require citation:

- Word-for-word quotation from a source
- Paraphrasing others’ words and ideas
- Audio, video, digital, or live exchanges of ideas, dialogue, or information

The Hodges University Style Guide provides proper APA citation information. Additional assistance can be found through the Library and on the Library web page.
Cheating is defined as intentionally using or attempting to use unauthorized materials, information, or study aids in any academic coursework.

Examples of Cheating include, but are not limited to:

- Unauthorized use of notes, text, internet, or other aids during an examination
- Copying from another student’s academic work
- Unauthorized communication during an examination
- Handing in the same paper for more than one course without explicit permission of the instructor
- Intentionally viewing a test before it is administered
- Storing notes in a portable electronic device or in any other form for use during an examination

Fabrication is defined as intentional falsification, misrepresentation, or invention of any information, data, or citation in an academic assignment.

Examples of fabrication include, but are not limited to:

- Inventing data or facts for an assignment
- Altering the results of a lab experiment or survey
- Citing a source in a references list that was not used

Unauthorized collaboration is defined as submission of academic work that is substantially similar to another student’s. While students may use similar resources, the analysis, interpretation, and reporting of the data must be each student’s independent work.

Examples of unauthorized collaboration include, but are not limited to:

- Working on a take-home examination or assignment with another student without express permission of the professor
- Completing an academic assignment with the help of another student, and taking full credit

Participating in academically dishonest activities is defined as taking an action with the intent of gaining an unfair advantage.

Examples of academically dishonest activities include, but are not limited to:

- Misrepresenting oneself or one’s circumstances to a professor
- Intentionally missing an examination or assignment deadline to gain an unfair advantage
- Stealing an examination
- Selling, loaning, or distributing materials for the purpose of cheating, plagiarism or any other academically dishonest acts
• Purchasing a pre-written paper

Facilitating Academic Dishonesty is defined as intentionally or knowingly helping to violate any provision of this policy.

Examples of facilitating academic dishonesty include, but are not limited to:

• Doing academic work for another student
• Making available previously used academic work including examinations to another student to submit as his or her own

4.2.4 - Sanctions

Students found to have breached academic integrity will be subject to academic and administrative sanctions.

Academic sanctions are related to the grade, academic standing, and honors. Hodges University is committed to academic integrity and seeks to develop a student’s integrity through continued academic development. Repeat violations of the Academic Honesty Policy will not be tolerated. Sanctions are imposed to reflect the impact of academic dishonesty on the university as a whole.

4.2.5 - Reporting the Breach

All instructors will adhere to the following sanctions. Students who have plagiarized due to the use of careless or inaccurate reference sources, and do not appear in the instructor’s view to have intentionally plagiarized will be sanctioned by being given an unofficial warning, which will be recorded in the Student Information System (SIS)-Colleague.

In all other cases (plagiarism, cheating, fabrication, unauthorized collaboration, participating in academically dishonest activities, and facilitating academic dishonesty), an instructor will report the breach to the Program Chair and an official warning will be recorded in the SIS.

4.2.6 - Grading Consequences and Sanctions

A student who has unintentionally breached academic integrity in one instance will receive an “F” for the assignment and an unofficial warning for the violation of the Academic Honesty Policy. It is recommended that the instructor provide guidance to the student for the unintentional breach and may give the student a second chance to redo the assignment with guidance/assistance from the HU Library. The faculty member may also submit a tutor referral form to the library. Grading for the resubmitted assignment is left to the faculty’s discretion. If the student has a prior record of unintentional breach, then this violation is considered as an intentional breach.

A student who has intentionally breached academic integrity in one instance will receive an F for the assignment and the student will receive an official warning for the violation of the Academic Honesty Policy. Faculty member may give a second chance to redo the assignment; however, the
student must complete the academic integrity/values Workshop I to be given a second chance to redo the assignment. Grading for the resubmitted assignment is left to the faculty’s discretion.

A student who has intentionally breached academic integrity for the second time in the same course or in any other course will receive an F for the course.

Intentional academic dishonesty during the final examination will result in an F for the course.

4.2.7 - Academic Standing

Students who receive an F in a course will be placed on Academic Probation/Honesty for the following session (four-month period) and will be required to successfully complete an academic integrity/values clarification Workshop II in order to be removed from probation the following session.

Any additional violation of the academic honesty policy may lead to academic suspension.

Students who have been found facilitating academic dishonesty will also be placed on Academic Probation/Honesty until they have successfully completed an academic integrity/values clarification workshop. Any repeat or additional breach of integrity may lead to academic suspension or dismissal.

Students failing two courses due to academic dishonesty may be placed on academic suspension for the following session.

Students failing three courses due to academic dishonesty may be dismissed from the University.

4.2.8 - Administrative Sanctions

Administrative sanctions are related to the position of the students within the University, such as leadership positions within student organizations, and will be handled by the Director of Student Experience. Sanctions for these students will include, but are not limited to:

- Ineligibility to hold an office in any student organization recognized by the university or to hold any elected or appointed position within the university
- Ineligibility to represent the university to anyone outside the university community in any way, including representing the university at any official function
- Ineligibility to receive a university-administered scholarship

4.2.9 - Appeal Process

Students wishing to appeal a grade received as a result of violating the Academic Honesty Policy may do so by following the Hodges University Grade Appeals process listed in the University Catalog.

4.3 – Sexual Misconduct Policy Statement
Sexual misconduct is a form of sex- and gender-based discrimination. Sexual discrimination and sexual misconduct violates an individual’s fundamental rights and personal dignity. Hodges University considers sexual discrimination and sexual misconduct in any form to be a serious offense that will not be tolerated. The university community seeks to eliminate sexual misconduct through education and by encouraging everyone to report concerns or complaints, including third parties when the accused is a member of the university community.

Conduct of a sexual nature or conduct based on sex or gender that is nonconsensual or has the effect of threatening, intimidating, or coercing a person includes sexual harassment, sexual violence, relationship violence, and stalking. Hodges University’s policy is to provide students and employees with a formal process to present concerns and allegations of a violation. Please refer to the Title IX Policy in this Handbook.

4.4 – Cellular Phone Policy

Hodges University recognizes that students possess cellular phones with video, camera, or voice recording capabilities. In support of each individual’s reasonable expectation of privacy, as well as copyright and intellectual property laws, the use of these cellular phone features by Hodges University students must be in conjunction with express consent. Students are expressly forbidden to video, use camera or voice recordings without the express consent of the subject(s) being photographed or recorded.

Any student whose use of their cellular phone violates another’s reasonable expectation of privacy or produces any media as a result of the cellular phone capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in referral to the Director of Student Experience as a violation of the Student Behavior Standards outlined in this Student Handbook.

Cell phones should be placed on vibrate while at the University. Professors will verbally outline and/or include their classroom cell phone policies on the course syllabi. Students must abide by the requirements of the professors or administration. Text messaging may be a less disturbing communication tool in the professional environment. Disturbances in the classrooms hinder learning and students should be considerate of their fellow classmates.

4.5 – Personal Appearance, Dress, and Hygiene Policy

Students are expected to follow commonly accepted standards of personal hygiene, neatness, and cleanliness of attire. Personal neatness and appropriate dress are generally left to the good taste and judgment of students unless the nature of an internship calls for or requires uniforms or the imposition of dress and grooming standards. Strict professional dress is not required in the classroom; however, professional attire and behavior is appropriate for an institution providing professional programs associated with career enrichment. Professors may have certain rules as to appearance in their classrooms, and students should comply with the professor’s guidelines. Some programs, particularly those with a clinical component, may have a class, lab, and/or clinical dress code. In general, sunglasses may not be worn in the classroom. Good personal hygiene is expected at all times. If a student arrives at the University with a less than satisfactory degree of personal cleanliness, the professor or an administrator may require that the student correct the problem before returning to the institution. Continued problems may result in a
breach of the Student Behavior Standards. Hodges University reserves the right to decide what appearance, dress, and hygiene is appropriate to the institution.

4.6 - Littering Policy

Each student is expected to display a respect for the campus and the local environment. Littering affects the rights of others and poses health, safety and pest problems. Students are expected to place all trash in designated receptacles.

4.7 – Transportation Policy

For a student taking classes on campus, a car or reliable transportation is necessary. The student may be able to car pool; however, the schedule of classes and/or internships cannot be arranged to accommodate individual schedules or the schedule of students in a car pool. The student is responsible for any costs related to travel as well as the actual travel to and from internship or clinical sites as well as any arranged class field trips, which may or may not be close in proximity to their geographical residences or to campus.

4.8 – Faculty Recommendations Policy

Occasionally students or alumni may ask faculty members to provide a reference to assist with employment or an educational opportunity. Students and alumni should be aware that the decision to provide a letter of recommendation is at the discretion of the faculty member/program chair, and/or dean and must not be influenced by political or discriminatory considerations. In situations where the student is also an employee of the University, faculty members may only provide a letter of recommendation on University letterhead in support of educational opportunities. Employment references for students who are also employees of the University must follow the policies outlined in the Administrative Policy Manual.

a) If a faculty member chooses to provide a letter of recommendation, it can be provided on Hodges University letterhead and signed with a Hodges University job title.

b) The letter of recommendation must be honest, accurate, and not misleading in any way. If the faculty member is uncomfortable writing the letter or cannot provide an honest and accurate recommendation, the request for a letter of recommendation should be refused.

c) The author of the letter of recommendation should ensure that opinions are labeled as such and facts are provided to support that opinion. Letters should be dated and addressed specifically to the party concerned rather than “to whom it may concern” and the purpose for which the letter is written (e.g., “This recommendation is provided for your review in considering “Mary Jones” for admission into your graduate program . . .” should be clearly stated.

d) The letter of recommendation must include the following: “This letter serves as a personal reference and does not necessarily reflect the views of Hodges University. The University is not responsible for, nor does it acknowledge, any personal reference provided by a faculty member on another’s behalf. The recipient of this letter is not to
permit access to this letter of recommendation without the student’s express written consent.”

e) Before writing a letter of recommendation, the faculty member must receive a signed release documenting the student’s written consent.
Chapter 5: Title IX

5.1 – Title IX Grievance Procedure

5.1.1 – General Policy

The university is committed to maintaining an educational environment free from discrimination and harassment, including maintaining an environment in which no student, faculty or staff member is excluded from participation in or denied the benefits of its programs and activities as a result of gender. It is the policy of the university to provide employees and students with a formal process to address Title IX violations. Employees and students shall be provided the opportunity to present their concerns as described in the following grievance procedures.

These policies apply to any student, staff and employee of Hodges University and are not affected by the location in which the sex discrimination and/or misconduct incident occurs.

5.1.2 - What is Title IX?

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs or activities which receive federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Title IX protects students, applicants for admission, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All persons are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part or full-time status, disability, race, or national origin – in all aspects of a recipient’s educational programs and activities.

Title IX prohibits several types of sex-based harassment. Sexual harassment is defined as unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors (quid pro quo harassment), and other verbal, non-verbal, or physical conduct of a sexual nature from any person that is so severe, pervasive or persistent that it limits a student’s ability to participate in or benefit from, an educational program, undermines the responsibilities of the employee, and/or creates a hostile working or learning environment. Sexual violence is a form of sexual harassment and refers to physical acts including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Gender-based harassment is another form of sex-based harassment and refers to unwelcome conduct based on an individual’s actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature.

The primary objective of the grievance procedures outlined below is to provide for the prompt and equitable resolution of student and employee complaints under Title IX.
5.1.3 - Privacy and Confidentiality

All activities under these grievance procedures shall be conducted with due regard for any legitimate privacy and reputational interests of those involved. It is expected that any materials and information prepared or acquired under these grievance procedures will be shared only with those who have a legitimate need to know. Disclosure of such information may also be made if it is permitted by law and the university Title IX Coordinator determines in his/her judgment: (1) that such disclosure is necessary to protect the health, safety, or well-being of members of the Hodges community; or (2) that such disclosure advances the interests of those involved in the process and/or the university and outweighs the interest in confidentiality. While the university Title IX Coordinator will take into account any requests made by a complainant for confidentiality or that a Title IX grievance not be investigated, the university Title IX Coordinator must take appropriate steps to respond to the grievance consistent with the requirements of Title IX.

5.1.4 - Retaliation

Retaliation against a member of the Hodges community who, in good faith, reports alleged harassment or who participates in an investigation is a violation of the policy and is subject to appropriate discipline. Retaliation may have an adverse impact in the following areas: grading, pressure to withdraw from class, ignoring, refusing requests for assistance. This list is not exhaustive.

5.1.5 - Standard of Evidence

The university Title IX Coordinator shall review allegations of discrimination prohibited by Title IX by applying a preponderance of the evidence standard.

5.1.6 - Definitions of Prohibited Offenses

Prohibited Offenses is the conduct prohibited by this policy and includes Sexual Assault, Sexual Harassment, Domestic Violence, Intimate Partner Violence, Dating Violence, and Stalking.

Sexual Assault means the oral, anal, or vaginal penetration by an inanimate object, penis, or other bodily part without the consent of all parties involved; the attempted oral, anal, or vaginal penetration of an individual(s) by an inanimate object, penis, or other bodily part without the consent of all parties involved, or the touching of the intimate body parts of another—such as breasts, buttocks, groin, genitals, or the clothing covering them— without the consent of all parties involved.

Sexual Harassment is any unwanted or offensive sexual behavior that has the purpose or effect of creating a hostile living, learning, or working environment, or whenever toleration of such conduct or the rejection of it is the basis for a personal or academic decision affecting the individual. Sexual harassment may be found in a single episode, as well as in persistent behavior. Examples of sexually harassing behavior include, but are not limited to: sexual advances; request for sexual favors; any form of retaliation or threat of retaliation against an individual who rejects such advances; sexual epithets, jokes, or comments; comment or inquiry
about an individual’s body or sexual experiences; unwelcome leering, whistling, or name calling; sexual gestures; displaying sexually suggestive photos, cartoons, or videos.

A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with or deprives an individual from participating in or benefiting from the university’s education or employment programs and/or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective.

Domestic Violence means the intentional infliction of physical, sexual, or psychological harm on a current or former partner or spouse. Domestic Violence includes, but is not limited to, Dating, Intimate partner, and Relationship Violence.

Stalking means a willful and/or malicious pattern of conduct or series of acts directed at a specific person, which seriously alarms or annoys that person and would cause a reasonable person to fear bodily injury or to suffer substantial emotional distress. Examples of stalking include, but are not limited to, conduct, acts or threats conducted in person, or by mail, phone, electronic communication, or social media.

5.1.7 - Questions/Complaints

All questions or complaints concerning Title IX should be directed to the Title IX Coordinator, Dr. Charlene Wendel, by mail, Hodges University, 4501 Colonial Blvd., Fort Myers, FL 33966 or by phone, 239-598-6234, or by email, cwendel@hodges.edu.

The university Title IX Coordinator has the authority to investigate allegations of discrimination prohibited by Title IX even absent the filing of a formal grievance, or its subsequent withdrawal. In addition, the university Title IX Coordinator may proceed with investigating a formal or informal grievance even if a complainant specifically requests that the matter not be pursued. In such a circumstance, the university Title IX Coordinator will take all reasonable steps to investigate and respond to the matter in a manner which is informed by the complainant’s articulated concerns.

In most circumstances, the university Title IX Coordinator will coordinate his/her activities with other university offices charged with responsibilities for student, faculty and staff conduct and discipline and for enforcing the university’s policies and procedures generally.

5.2 – Contact Information

Contact the University’s Title IX Coordinator if you have concerns or questions, if you think you may have encountered sex discrimination or sexual misconduct, you learn of a situation that you feel the University should know about and/or may want to investigate, you need help on how to handle a situation by which you are indirectly affected, you wish to seek guidance on possible informal remedies to alleviate a difficult situation, you have questions about University’s policies and procedures, or if you feel like your rights under Title IX have been violated, including sexual harassment or sexual assault.
Chapter 6: Student Information Technology Policies

6.1 - Introduction

6.1.1 – General Description

Hodges University provides technology resources to students and alumni expressly for the purpose of conducting University business in support of the mission and goals of the University.

Users must understand that this access is expressly for the purpose of fulfillment of academic pursuits and not for business activities.

To this end, University users should have no expectation of privacy while using University owned or University leased equipment or resources. Information passing through or stored on University equipment can and will be monitored. Users should also understand that the University maintains the right to monitor and review Internet use, e-mail communications, or other electronic communications sent or received by users.

Access to technology resources owned or operated by Hodges University imposes certain responsibilities and obligations, and is granted subject to University policies and local, state and federal laws. Appropriate use should always be legal, ethical, reflect academic honesty, reflect University standards and show restraint in the consumption of shared resources.

The following are strictly prohibited:

- Viewing of offensive or inappropriate content of any kind, including pornographic material.
- Promoting material that violates any of the University’s policies including, but not limited to, nondiscrimination, harassment, solicitation, etc.
- Game playing, gambling, streaming personal music, video or other audio files and peer-to-peer file sharing. Please refer to the Peer-to-Peer and File Sharing Policy and the Streaming Media Policy in this Handbook.
- Illegal activities.
- Personal financial gain or other unauthorized commercial enterprise.
- Forwarding e-mail chain letters, phishing, virus, spyware or other harmful content.
- Spamming, spoofing, or illegally accessing resources using University e-mail accounts or equipment.
- Sharing material protected under copyright laws.
- Facilitating unauthorized access to any University resource.
• Accessing, copying, alteration, or destruction of another user’s personal files without explicit permission, authorization or if required to do so by law, warrant or regulation. Simply being able to access a file or other information does not imply permission.

• Storing passwords or other information that can be used to gain access to campus resources in plain sight. Such information should be stored in a secure environment. Login accounts, passwords, and other types of authorization are assigned to individual users and must not be shared with others. Students are responsible for any unauthorized use of their accounts. Please refer to the Password Policy in this Handbook.

• The use of technology resources for purposes that involve academic dishonesty is a violation of University policy. Please refer to the Academic Honesty Policy in this Handbook.

• Facilitating unauthorized access to anyone’s personally identifiable information as defined by Florida Statute.

6.1.2 - System Abuse

All students are responsible for their own actions. If an accident occurs, please immediately notify the IT department. Damage will be evaluated, if any. If negligence was involved in the loss or if extensive repair is needed to computer equipment, the student responsible may be required to pay for damages and/or be prohibited from further access to University resources and systems.

Deliberate attempts, such as denial of service attacks, intended to degrade the performance of a system or network, to deprive authorized personnel or other constituents of resources or access to any University technology resource, or to gain unauthorized access to resources are prohibited.

6.1.3 - Harassment

University policies related to any form of harassment apply to the use of technology resources. Abusive behaviors are not permitted. Abusive behaviors include the utilization of resources to harass others in some way. An example would be sending electronic messages that are abusive, obscene, threatening, or a nuisance to the receiving party. Obscene, vulgar, or derogatory output prominently displayed on a public workstation or printed and left out in public areas is prohibited. Students of Hodges University are forbidden to use University technology resources to view, save, print, send or any function involving lewd, pornographic, obscene or vulgar material of any kind. Complaints of behavior that appears to constitute misuse of resources will result in an investigation by University officials, and appropriate action will be initiated. Behavior involving pornography may result in disciplinary action up to and including immediate dismissal from the University.

6.2 - Student Identification Policy
6.2.1 – General Description

It is the policy of Hodges University to protect its information assets in accordance with all applicable federal and state statutes and regulations, as well as with effective information assurance/security practices and principles generally accepted as ‘due diligence’ within the higher education community.

When requesting information in person Hodges University requires students to show a University Student Photo ID card before any information will be released. Requests made over the phone or via email require that students provide the last 4 digits of his or her Social Security number or Date of Birth as well as the Student ID number.

6.2.2 - Responsibilities

Access to University resources is a privilege provided in order to conduct the academic functions of the University. However, it must be understood that privileges are conditioned upon acceptance of the accompanying responsibilities.

Authorized users must:

- Honor acceptable use and other University policies.
- Abide by existing federal, state, and local privacy, telecommunications, networking, and other applicable laws and regulations.
- Abide by copyright laws.
- Minimize unnecessary network traffic (i.e. streaming media) that may overload networks, waste resources and interfere with the ability of others to make effective use of network resources.
- Refrain from malicious or unauthorized transmissions or monitoring.
- Similarly, students should not connect to a remote computer on the network without prior written permission from the administrator of that system unless given legally justifiable cause to do so.

6.2.3 - Unauthorized Access

Unauthorized access to resources is prohibited. In particular, users are not permitted to engage in activities that are detrimental to the system or other users. These include, but are not limited to: damaging computer systems, obtaining unauthorized access to resources, depriving another user of authorized resources, and gaining unauthorized access to systems.

Examples of prohibited means of obtaining unauthorized access include, but are not limited to: hacking, the use of key loggers or other software designed to capture secure information, using privileges granted during a previous position at the University, unauthorized physical access
and any other unauthorized access to electronic files. The use of any computer program or device to intercept or decode passwords or similar access control information is prohibited.

Students may not run or otherwise configure software or hardware to intentionally allow access by unauthorized users. Such action may result in disciplinary action up to and including dismissal from the University. Depending on the circumstances, the University may also pursue legal action.

Students may not allow unauthorized use of University resources by family, friends, etc. Use of computers and other resources by siblings, children, spouses or other family and friends constitutes a security risk and is strictly prohibited.

6.2.4 - Termination and Review of Individual Access

When a student ceases being an authorized user, IT will be notified and access to University resources will be immediately terminated.

6.3 - Copyright, Intellectual Property, and Software Use

6.3.1 – General Description

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Users must presuppose that all materials on the Internet are copyrighted unless specifically stated otherwise. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may result in disciplinary action up to and including immediate dismissal from the University.

Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software may be a violation of federal and state law.

6.3.2 - Policy

Students are responsible for recognizing and honoring the intellectual property rights of others. Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to all works of all authors and publishers in all media. It encompasses the right to acknowledgements, right to privacy, and right to determine the form, manner, and terms of publication.

Any intellectual material created using University licensed software by a student of Hodges University or while acting as a student of the University is the property of Hodges University.

According to U.S. Copyright Law, using, inspecting, copying, and storing copyrighted computer programs and other material, in violation of copyright, is prohibited. Persons involved in illegal reproduction of the software or related documentation can be subject to civil damages of as much as $50,000, and criminal penalties, including fines and
imprisonment. Hodges University does not condone the illegal duplication of software or related documentation.

Hodges University licenses the use of computer software from a variety of outside companies. Hodges University does not own this software or its related documentation, and users, unless specifically authorized by the software developer; do not have the right to reproduce or share it.

Hodges University students learning of any misuse of software or related documentation within the University must notify the Assistant Vice President of Information Technology or their respective dean. Failure to report misuse may result in disciplinary action may result in disciplinary action up to and including dismissal from the University.

File sharing or peer to peer applications used to illegally share music, videos, or other copyrighted information are prohibited. Please refer to the Peer to Peer and File Sharing Policy in this Handbook.

Hodges University students who make, acquire or use unauthorized copies of computer software, its related documentation, or other copyrighted information may be subject to disciplinary action up to and including dismissal from the University. Depending on the circumstances, the University may also pursue legal action.

6.3.3 - Use of Licenses Software

No software may be installed, copied, or used on University resources except as permitted by the owner of the software. Software subject to licensing must be properly licensed and all license provisions (installation, use, copying, number of simultaneous users, term of license, etc.) must be strictly adhered to. Students are not permitted to install any software on any university equipment of any type. All software must be installed by IT department staff.

6.4 - Peer-to-Peer and File Sharing

6.4.1 – General Description

H.R. 4137, the Higher Education Opportunity Act (HEOA), a reauthorization of the Higher Education Act, includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing including:

- Institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials.
- Institutions certify to the Secretary of Education that they have developed plans to “effectively combat” the unauthorized distribution of copyrighted material.
- Institutions, “to the extent practicable,” offer alternatives to illegal file sharing.
• Institutions identify procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution of copyrighted materials.

This policy constitutes the required disclosure to students and is acknowledged at each point of registration. Peer-to-peer and file sharing applications allow sharing of files amongst participating users. Sharing audio, video, data, or anything in digital format is common and may be in violation of copyright. In accordance with the HEOA Hodges University uses web filtering technologies to actively block P2P file-sharing applications.

6.4.2 - Policy

This policy is meant to prohibit the use of Peer-to-Peer (P2P) file-sharing applications for the following reasons:

• Address any potential liability from instances when students download copyrighted material.
• Minimize network disruption.
• Protect the network from exposure to malicious code (worm, virus, Trojan horse).
• Protect the intellectual property of the University and other’s intellectual property.

6.4.3 - Liability

Although many materials have been placed on P2P networks with a creator’s consent, much of the material (images, software, movies, music, and video) has been duplicated from copyrighted materials. Downloading such files onto or using University resources places the University at significant risk for legal action by the copyright holder and other organizations. File-sharing networks also provide ready access to inappropriate or offensive material, subjecting the University and its students to additional legal risk.

6.4.4 - Disruption of Services

While the University has significant Internet bandwidth to accommodate all academic-related activity, performance can degrade significantly when P2P file-sharing applications are used, especially when large files are being downloaded. This problem is compounded when other users on the P2P network use University bandwidth to download files from the student’s computer, which can significantly slow legitimate academic applications needs, such as web traffic, portal, e-mail, etc.

6.5 - Streaming Media

While there are many legitimate academic applications that use streamed audio and video, some streaming media content is strictly entertainment-based and therefore serves no academic value. Streaming media may consume significant network bandwidth and can delay access to and/or prevent other users from accessing resources necessary to the completion of their academic pursuits.
As a result, University computer systems and network must be used only for academic activities. Legitimate streaming media use, such as when streaming media applications and files are employed to conduct research, view financial and media reports, or to complete academic coursework, constitutes acceptable use. Personal use of University resources for the purpose of streaming media for any reason (except academic pursuits) is not permissible. The use of University resources, including computer, server, and network use, should never create either the appearance or the reality of inappropriate use. Streaming audio/video that does not have educational merit is prohibited.

6.6 - Student Usage of Electronic Communication Resources

6.6.1 – General Description

Hodges University email will be used as the primary form of communication with students. Applications like Canvas and student email provide forums for academic discourse. These policies apply to all electronic communications systems supplied by the University. This includes, but is not limited, to Canvas and associated Canvas tools (e.g. discussion boards, audio, video, and chat) and University email.

Hodges University provides electronic mail, Canvas, Canvas tools, and other electronic communication services to students as well as various communication resources for alumni. The purpose of this policy is to provide the following information:

- Provide guidelines for use of electronic mail, Canvas and other communication resources at Hodges University.
- Give specific examples of prohibited activities involving electronic communications.
- Inform students about specific issues of privacy, authenticity and risk related to e-mail and other electronic communications.
- Provide guidelines for behavior involving electronic communications.

When using Hodges communication resources applications, student must:

- Respect other people's views and beliefs.
- Post comments appropriate to the particular discussion.
- Enjoy the interaction with fellow students, faculty and others in a friendly and intellectually stimulating environment.
- Maintain academic integrity.

6.6.2 - Acceptable Use of Canvas

The University uses several modes of electronic communications such as the Canvas learning management system (LMS). Canvas not only contains learning and teaching materials and links to outside resources, it is also a communication system. These communication capabilities include email function, discussion boards, chat, voice boards, and other asynchronous and synchronous communication tools.
Many of these communications and discussions are taking place in a social environment. Normal rules of social interaction apply and the remoteness of the recipients must not be used as an excuse to behave in an anti-social or inappropriate manner.

Examples of prohibited behavior are:

- Inappropriate or impolite behavior or language.
- Transmission or linking of offensive, hostile or inappropriate content of any kind, including pornographic material.
- Promoting material that violates any University policy including nondiscrimination, harassment, solicitation, Academic Honesty, etc.
- Threatening, demeaning, aggressive or violent behavior or content.
- Messages promoting personal financial gain or other unauthorized commercial enterprise.
- Forwarding e-mail chain letters, phishing, virus, spyware or other harmful content.
- Sharing material protected under copyright laws.
- Personal comments about other students and their views that do not reflect the values of Hodges University.

6.6.3 - Acceptable Use of Email

Hodges University encourages the use of e-mail in support of instruction, research and public service. Students are urged to make extensive use of e-mail to communicate with their instructors, support staff and fellow students. Students are expected to use e-mail services responsibly and to comply with all applicable local, state and federal laws, and University policies.

6.6.4 - Limits

Because student email is outsourced to Microsoft’s cloud email service, Hodges University does not currently set attachment, mailbox size, or other limits on student email. The University reserves the right to change this policy at any time.

6.6.5 - Specific Prohibitions

It is not possible to provide a comprehensive list of all possible violations. However, the following is a list of activities specifically prohibited:

- Use of e-mail to violate any of the University’s policies including, but not limited to, nondiscrimination, harassment, solicitation, Academic Honesty, etc.
- Use of a false e-mail addresses (i.e. mail “spoofing”). Deliberately sending mail with a misleading or false e-mail address is prohibited. Forgery, or attempted forgery, of the
“From:” line in an e-mail message is prohibited. Masking the identity of an account and/or electronic address is prohibited.

- Any attempt to disrupt another person’s ability to use his/her accounts. Examples include sending excessive or repetitious e-mail.

- The sending of excessively large quantities of e-mail. An excessively large quantity of mail may be defined as a small message sent to a very large number of users, a very large message sent to several users, or anywhere in between.

- Sending unsolicited commercial or bulk e-mail, including advertisements, is prohibited. Examples include sending mass mailings to advertise a product or service. Note that this prohibition extends to “spamming”, i.e. sending solicitations to many users, newsgroups or others without express consent on the receiver’s behalf.

- The sending of any material that contains viruses and/or other harmful or malicious programs.

- The initiating or forwarding of “chain letters”. A chain letter is an e-mail message whose primary purpose is to propagate itself indefinitely. Chain letters waste employee time and network resources, slowing mail delivery and other network services. Note also that chain letters are “illegal if they request money or other items of value and promise a substantial return to participants” (U.S. Postal Inspection Service).

- Violation of privacy. Monitoring or attempting to monitor other people’s communications without their permission or knowledge. Users should not view, read, listen to, copy, change, execute or delete another user’s information without that user’s or the owner’s permission.

- Attempts to gain unauthorized access to the services or other accounts through password mining, phishing or any other means. Security measures are in place to protect the privacy of Hodges University students. Any attempt to bypass these security measures, or to secure a higher level of access or privilege without appropriate authorization, is prohibited.

- Use of University email services for commercial purposes. Users may not sell or otherwise provide access to their account or perform work for profit in a manner not authorized by Hodges University.

- Hodges University student e-mail cannot be used to upload/download copyrighted materials, trade secrets, proprietary financial information or similar materials without the appropriate prior authorization from the intellectual property owner.

6.6.6 - Account Removal/Termination

Email accounts will be removed/terminated from the system after three years of inactivity or if a violation should occur during the account life cycle.
6.6.7 - Responsibilities

Access to technology resources owned or operated by Hodges University imposes certain responsibilities and obligations and is granted subject to these University policies and local, state, and federal laws.

Appropriate use should always be legal, ethical, reflect academic honesty, reflect University standards and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property; ownership of data; system security mechanisms and individual rights to privacy and freedom from intimidation, harassment and unwarranted annoyance. Appropriate use of University resources includes instruction; independent study; authorized research; independent research; communications; and official work of the offices, units, recognized student and campus organizations, and agencies of the University.

6.6.8 - Copyright

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

6.6.9 - Violation

If there is reason to believe that an e-mail account is being used in a violation of law or University policy, or if an account is used in a way that threatens to disrupt service to other users, the IT Department may restrict, suspend or disable that account’s access to e-mail services, until the University is assured that the illegal or disruptive use of the account will cease. Penalties for violation range may result in disciplinary action up to and including dismissal from the University. Depending on the circumstances, the University may also pursue legal action.

6.6.10 - Privacy

University officials reserve the right to access and examine the files and/or actual network activity of any user to investigate violations or suspected violations of security and/or policies. For this reason, users must regard themselves as having no expectation of privacy with regard to their file, electronic activities, data or communications.

6.6.11 - Risk and Liability

There is no guarantee that e-mail is authentic. It is therefore prudent to be skeptical of the “From:” addresses that appear in messages. Mail between campuses or from off-campus sites can be very easily “spoofed”, i.e. the message is sent in such a way that it appears to be from a different sender than it truly is. Anyone who has doubts about the identity of the sender of any message should communicate with the purported sender by some other means to confirm the source and content of the message.
It is the user’s responsibility to employ appropriate risk mitigation techniques and to be aware of current threats such as phishing, spam, viruses, etc. Any suspicious emails should be sent/reported to huav@hodges.edu or by submitting an IT Help Desk ticket for further investigation and resolution of activity. Hodges University assumes no liability for any damages that are incurred while using University email services.

6.7 - Passwords

6.7.1 – General Description

Passwords are the entry point to University resources. Protecting access to resources is critical in ensuring that our systems and our constituent’s sensitive information remain secure. The University must be diligent in guarding access to resources and protecting them from both internal and external threats.

6.7.2 - Policy

This policy outlines the handling, responsibilities, and scope of passwords for the Information Technology resources of Hodges University. The policy objective is to enable University students to perform their academic tasks, assignments, and functions while appropriately addressing academic needs and keeping information secure. This policy addresses passwords for all IT managed systems.

6.7.3 - Password Handling

Passwords for all systems are subject to the following rules:

- Passwords are not to be displayed or concealed at workstations during class or anywhere else that they can easily be viewed.
- IT may on occasion ask students for their passwords while troubleshooting issues based on a request initiated by the student. Other than this instance, no passwords are to be spoken, written, e-mailed, hinted at, shared, or in any way known to anyone other than the student involved.
- Users may receive phishing emails from outside sources with the intent of gaining access to University systems to be used in a malicious or unapproved manner. NEVER respond to any generic email requesting username or password. IT will never send unsolicited bulk or individual emails of this kind.
- Local, administrative, and/or BIOS passwords set by IT are not to be in any way modified.

6.7.4 - Password Composition

The University IT Department uses various methods of password enforcement. All windows/network password creation is restricted by the following rules:
Password must be changed every 120 days
- 8 Character Minimum
- 4 Character Set Minimum (uppercase, lowercase, numbers, symbols)
- Cannot contain username
- Cannot contain parts of full name
- Cannot contain words in our custom dictionary
- Must not use any one of the five last passwords

6.7.5 - Responsibilities

All Hodges University students are responsible for complying and implementing this policy. IT has the responsibility to enforce this policy. This will be done through systematic means and interaction with students.

6.8 - Requesting IT Assistance

In order to assure prompt and efficient resolution of user requests and ensure IT resources are being used appropriately, the following procedures must be followed when requesting IT support. These policies are in place to ensure a consistent level of support.

Students requesting technical assistance will be required to identify themselves based on the currently adopted Student Identification Policy contained in this Handbook. Several methods are available for students to contact the IT department. This information is posted at online at IT Support.

The IT Help Desk is available during the hours listed below and can be reached in person, via phone, via a ticket, or by emailing ithelp@hodges.edu.

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
<th>Contact Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>8 AM to 10 PM</td>
<td>In-person, phone, email, or ticket</td>
</tr>
<tr>
<td>Saturday</td>
<td>8 AM to 5 PM</td>
<td>In-person, phone, email, or ticket</td>
</tr>
<tr>
<td>Sunday</td>
<td>8 AM to 5 PM</td>
<td>Phone, email, or ticket</td>
</tr>
</tbody>
</table>

6.9 - Computer Classroom Usage

The policies below are meant to ensure security and equitable use of available resources for all students and faculty as well as an environment conducive to academic achievement.

- Students are not to be left in computer classrooms unattended.
- Computer classrooms are to be locked when not in use.
- No food or drinks are allowed in computer classrooms.
While in the computer classroom, students must use the technology in the classroom only as it directly relates to the material being discussed.

Use of Instant Messaging Software of any kind, gaming, and downloading of personal media of any kind is strictly prohibited.

IT staff are available on site until 10:00 p.m. Monday through Friday and until 5:00 pm on Saturday. If there is an emergent need for technical support during class, use a hall phone to call the IT Help Desk.

If students require service (non-emergency) on any classroom equipment, submit an IT Help Desk ticket as is convenient.

6.10 - Student Wi-Fi Usage

6.10.1 - General Description

This policy is intended to protect the University and to ensure that students receive adequate access to the University wireless network using their personal devices. All policies listed apply both to the use of resources on or off campus.

Hodges University is not responsible for damage to student equipment when used in conjunction with the University network or other technology resources. It is the responsibility of the IT department to provide students with basic information required to log on to the University student wireless network. No other assistance with student's personal equipment is permitted.

Students who use the network should have some form of up-to-date anti-virus and anti-spyware software on their laptop – for their own protection. Although using their own equipment, students, while on campus, must adhere to the policies listed in this Handbook. Determination of what the student will have access to and where is determined by the IT Department in conjunction with University administration.

Whether connecting to the network or for general use, student laptop usage may be confined to certain locations. All registered students are provided a Hodges University email account (please refer to Email Usage policies). It is the responsibility of the student to check this assigned email account for notifications and information concerning changes to or availability of University technological resources.

The University regularly conducts maintenance of its resources which may require service interruptions. The University makes no guarantee of service availability. Some lab study aids, and classroom software must be accessed on-site through a University computer. The University actively monitors network traffic for unauthorized or unacceptable use and reserves the right to terminate or restrict access to the network or other resources at any time for maintenance or if there is a danger to the integrity of the network.
6.10.2 - Monitoring and Enforcement

*Monitoring:* The IT Department of Hodges University, while managing the operation of computers and networks, may routinely monitor and log usage data. These persons may review this data for evidence of violation of law or policy, and other purposes. The use of the University student wireless network implies agreement with University monitoring policies.

University officials reserve the right to monitor or access and examine the files and/or actual network activity of any user to investigate violations or suspected violations of security and/or policies. For this reason, students must regard themselves as having **no expectation of privacy** with regard to their file, electronic activities, data or communications.

*Enforcement:* Students must adhere to all applicable acceptable use policies. In the event that a violation is suspected or has been reported, students may be subject to disciplinary action up to and including dismissal from the University. Depending on the circumstances, the University may also pursue legal action.

6.11 - Student Laptop Lending Program

6.11.1 – General Description

Hodges University makes non-classroom computer resources available to its onsite students via our libraries and student lounge areas. The University requires that students who take online courses or that are enrolled in an online program own a computer. While these practices cover most student needs, it is understood that on occasion a student may lose access to their home computers because of unanticipated repairs, upgrades, etc. In order to assist students during the temporary loss of their PCs, the University makes a limited number of laptops available to on campus students through a laptop lending program administered by the Student Experience department in conjunction with the IT department.

6.11.2 - Policy

The number of laptops available for lending may change without notice. Laptops will be lent to students that have a signed *Student Laptop Lending Request Form* from the Director of Student Experience. Laptops will be checked out for a period that allows the student to complete their work while they obtain their own PC. This period of time is up to the discretion of the Director of Student Experience; however, it may not under any circumstances exceed 60 days. Laptops will be distributed to the next student on the waiting list upon return. To ensure equitable distribution of limited resources, no exceptions will be made to this policy.

Hodges University is not responsible for:

- Unrecoverable information or documents left on the laptops.
- Viruses, spyware, and associated repairs transferred between loaner laptops and other PCs.
• Absences or missing classwork related to unavailability of loaner laptops.

• Lost classwork or other information rendered unavailable due to the locking of the laptops when not returned at the end of the checkout period.

Hodges University will not ship or deliver laptops and reserves the right to end this program at its discretion. Should a laptop be damaged at the time of return, the student may be charged the amount of any necessary repairs.

The IT Department will track laptop distribution on its team site. Students that have not returned the laptops by the conclusion of the check-out period will be contacted via email that the laptop will be locked if not returned within five days and reported stolen if not returned within seven days. Tracking software is installed on all loaner laptops.

6.11.3 - Laptop Setup

All software will adhere to the current versions in use by Hodges. The laptops will be equipped with minimal software as follows:

- Microsoft Office Suite
- Internet Explorer
- Google Chrome
- Mozilla Firefox
- McAfee Anti-Virus

6.11.4 - Laptop Maintenance

Returned laptops will undergo the following maintenance before being checked out again:

- Deletion of any files used during check-out period
- Full virus scan
- Full spyware scan
- Physical inspection
- General cleaning

6.12 - IT Violations

6.12.1 – General Description

Any violation of these policies poses an unacceptable risk to the University, its reputation, and its constituents. Violations must be reported immediately to the student’s dean, the Assistant Vice President of Information Technology, the Director of Student Experience, or a member of University Administration.

6.12.2 - Investigation

If a report is filed, the Assistant Vice President of Information Technology will obtain authorization from University Administration to monitor the student’s activity. The Assistant
Vice President will then use any and all tools at his/her disposal to implement monitoring. Should this require involvement of other IT staff, confidentiality will be strictly maintained by those involved.

Monitoring will take place long enough to prove or disprove alleged infraction to the satisfaction of IT and University Administration. Data gathered through monitoring will be kept confidential, but will be made available to the dean and/or University Administration as required.

The Assistant Vice President of Information Technology in conjunction with University Administration reserves the right to enforce IT policies according to all applicable Violation, Enforcement, and Monitoring sections of this document.

Violations will be reviewed on a case-by-case basis. If it is determined that a student has violated one or more of these policies, the student may be subject to disciplinary action up to and including dismissal from the University. Depending on the circumstances, the University may also pursue legal action.
Hodges University does not require proof of immunization for all students. Vaccinations are required for students in the Nursing and Physical Therapist Assistant programs. Students must provide proof of the typical childhood vaccinations before they can start their internships and clinical in these programs. If not, they must have a titer run, to indicate if the appropriate antibodies are present. Internship and clinical sites may also require a current (within six months) Tuberculosis test, flu vaccine, and Hepatitis B vaccination. Internships and clinical sites for other academic programs may also require proof of immunization. Any required vaccinations are the financial responsibility of the student.

7.2 – Illness Policy

Students who are absent from classes or examinations because of illness should contact their professors on a timely basis to discuss their individual situations. The student should contact the Office of Student Experience for procedural information if a class needs to be dropped because of medical reasons or if a student needs to withdraw from all courses because of illness.

7.3 – Insurance

Hodges University does not offer health insurance to students. A recommendation of a reliable insurance agency will be offered to interested students; however, Hodges University takes no responsibility for ensuring any health insurance acceptance. Students are responsible for making contact with an agency, filling out individual claims, and for all medical bills they may incur. A recommended link to Academic Insurance Solutions is found in the student portal. Students may contact the Office of Student Experience for additional information. Some programs, especially those that are clinical in nature, may require students to have health insurance in place in order to be placed in a clinical setting.

7.4 – Substance Abuse Awareness

7.4.1 – General Description

This information has been developed for student use in partial fulfillment of the University's requirements under the Federal legislation enacted as The Drug-Free Schools and Communities Act Amendment of 1989. This law mandates the dissemination of substance abuse policies and resource information to the entire campus community. Educational in scope, this information is meant to serve as a reference guide to provide students with updated information on current University, local, State and Federal laws relative to the use of illicit and controlled substances. Penalties for violation of these many laws are also outlined.

These policies address the effects of substance abuse on the individual and offers a useful reference for self-help. Community services which address substance abuse issues are also identified. These services as well as national telephone hotline numbers are referenced so that students may seek information or assistance on substance abuse concerns.
The educational and referral services of Student Experience are available for those who are troubled by the use of drugs, legal or illicit, whether it is their own or that of others. Individual privacy will be respected in this process. If warranted, Student Experience will report to University Administration any cases that might cause a threat or endanger an individual or the institution. For further information, contact Student Experience at StudentExperience@hodges.edu.

7.4.2 - Drug Prevention Program

Hodges University seeks to assure the well-being of all students, faculty, and staff. This policy, therefore, reflects the University-wide commitment to (1) assist with referrals to programs of drug education and counseling, and (2) to strictly enforce its policy banning unlawful or imprudent use of any drug, whether legal or illegal. Those who use illegal drugs and/or illicitly use legal drugs are in violation of state statute and University regulations. All members of the University are accountable to the law and to the University regulations.

The primary goal of the Drug Prevention Program is to promote and maintain a drug-free environment and to educate the university community about the negative impacts of drug abuse.

7.4.3 - Drug Education and Treatment Programs

There are various health risks associated with the use of illicit drugs and the abuse of alcohol. Hodges University recognizes that such use presents safety, health, and security problems. Members of the Hodges University community are encouraged to use any available resources to assist with problems relating to drug abuse. Drug abuse programs are available to our community and are often affordable as well as confidential.

- National Institute on Drug Abuse Hotline: 1-800-662-HELP
- Suicide Prevention: 1-800-273-8255 (Text CONNECT to 741741)
- Commonly Abused Drugs: National Institute on Drug Abuse
- Substance Abuse and Mental Health Services Administration
- National Institute on Drug Abuse -what-to-do-if-you-have-problem-drugs-adults
- Substance Abuse and Mental Health Services Administration: Substance Abuse and Mental Health Services Administration Find Treatment

7.4.4 - Fort Myers Area Resources

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT Abuse Counseling and Treatment Inc.</td>
<td>239-939-3112</td>
</tr>
<tr>
<td>Alcoholics Anonymous</td>
<td>239-275-5111</td>
</tr>
<tr>
<td>Florida Department of Children and Families</td>
<td>800-962-2873</td>
</tr>
<tr>
<td>Lee County Public Health Inc.</td>
<td>239-332-9501</td>
</tr>
</tbody>
</table>
Name | Phone Number
---|---
Lee Health | 800-936-5321
Park Royal Behavioral Health Services | 855-564-0136
SalusCare | 239-275-3222

7.4.5 - Naples Area Resources

Name | Phone Number
---|---
Alcoholics Anonymous | 239-262-6353
David Lawrence Center | 239-455-8500
Florida Department of Children and Families | 800-962-2873
Collier County Health Department | 239-252-8200
Hazelden Betty Ford | 866-296-7404
Hotline & Referral | 239-262-7227
Mental Health Association | 239-261-5405
NCH Healthcare | 239-624-5000
Shelter for Abused Women | 239-775-1101

For further information regarding Hodges University’s Drug Prevention Programs, please contact the Office of Student Experience at StudentExperience@hodges.edu.
Chapter 8: Student Rights and Responsibilities

8.1 – Student Rights and Responsibilities

Each student is held responsible for behaving in a manner consistent with the best interest of the University and of the student body. In order to protect the rights and privileges of all students, there are student behavior standards which are intended to facilitate the desired environment and educational goals of the University and its students. It is important that each student become familiar with the responsibilities and the rights afforded students by Hodges University.

The following list of Student Rights and Responsibilities clarifies the freedoms and responsibilities afforded to all students at Hodges University:

- The right to have a copy of the institution’s annual security report. Students may request a copy from the Registrar’s Office.

- The right to have a copy of the institution’s accreditation letter. Students may request a copy from the Office of Academic Affairs.

- The right to know the institution’s graduation and transfer out rate. Students may request a copy from the Registrar’s Office.

- The right to know your rights as a student under FERPA (Family Education Rights and Privacy Act). This information is available in this Student Handbook.

- The right to know the specific facilities and services available to disabled students. This information can be obtained from the institution’s ADA Coordinator in the Office of Student Experience.

- The right to know the requirements for withdrawing from school. This information is available in the University Catalog.

- The right to know the degree programs, training, and other education offered at Hodges University. This information is available in the University Catalog.

- The right to know the instructional, laboratory, and other physical plant facilities associated with Hodges University. Students may request this information from the Registrar’s Office.

- The right to know the criteria for measuring Satisfactory Academic Progress. This information is available in the University Catalog.

- The right to obtain a list of faculty and instructional personnel. This information is available in University Catalog.
The right to know how students apply for financial aid and how eligibility is determined. This information is available in the Office of Student Financial Services.

The right to know the types of need based and non-need based financial aid available to students. This information is available in the University Catalog.

The right to know how federal and state financial aid assistance is distributed among students and how and when financial aid will be disbursed. This information is available in the Office of Student Financial Services.

The right to know the terms and conditions of any employment that is part of a financial aid package. This information is available in the Office of Student Financial Services.

The right to know the terms of, the schedules for, and necessity of loan repayment and required exit counseling and the right to know the terms and conditions under which students receiving Federal Education Loans may obtain deferments. This information is available in the Office of Student Financial Services.

The right to choose your own lender. This information is available in the Office of Student Financial Services.

The right to know that you may decline all or part of your financial aid award and that this must be done in writing. This information is available in the Office of Student Financial Services.

The right to know that you have up to 30 days to decline your loan(s), and that any resulting balance owed must be paid in full immediately to the Office of Student Financial Services. This information is available in the Office of Student Financial Services.

The right to know the costs of attending Hodges University and any additional costs of the program in which the student is enrolled. This information is available in the Registration Terms and Conditions.

You have a right to know the requirements for the return of Federal Student Aid Program funds when a student withdraws from school and information about the refund policy. This information is available in the University Catalog.

The right to file a complaint with:

U.S. Department of Education
FSA Ombudsman
830 First Street, NE Fourth Floor
Washington, DC 20202-5144
You have a responsibility to complete all application forms accurately and to submit them on time.

You have a responsibility to know how much you are being charged for tuition and fees and how much financial aid you are receiving.

You have a responsibility to submit all forms to the Office of Student Financial Services required for financial aid and verification purposes.

You have a responsibility to know that early withdrawal may result in loss of federal and state financial aid eligibility.

You have a responsibility to report changes of name, address, and phone number to the Registrar’s Office.

You have a responsibility to monitor your grade and progress in each course. All grades are posted in Canvas.

8.2 – Student Rights Concerning Educational Records

The Family Educational Rights and Privacy Act (FERPA) and Hodges University afford students certain rights with respect to their educational records. They include:

1. The right to inspect and review the student’s educational records.

2. The right to request the amendment of the student’s educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.

3. The right to consent to disclosures of personally identifiable information (other than directory information described below) contained in the student’s educational records, except to the extent that FERPA or this policy authorizes disclosure without consent.

4. The right to file with the United States Department of Education a complaint concerning alleged violation of the FERPA Act by Hodges University.

5. The right to obtain a copy of Hodges University’s student records policy, which is located in the University Catalog.

Release of directory information does not require the student’s consent and includes the name, address, University e-mail address, telephone numbers, date of birth, student ID number, major
field of study, dates of attendance, degrees, awards received (Dean’s List, Honor Roll, Academic and Extracurricular Awards), enrollment status (full-time, part-time, less than part-time), any photo or video in which a student appears, grade/class level (freshman, sophomore, junior, senior, graduate student, ESL), and the most recent previous educational agency or institution attended. Students have the right to refuse certain information to be designated as directory information and may do so by completing the FERPA notification form with the Registrar’s Office. For more information on FERPA, please consult the University Catalog.

8.3 – Student Rights Concerning General Data Protection Regulation (GDPR)

8.3.1 – General Description

This notice describes how your personal data may be processed by Hodges University (“Hodges,” “We,” “Our,” and “Us”) and what your rights with respect to your personal data if the GDPR applies to you and your data. Please review it carefully.

This Notice is being provided to you in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679, or the “GDPR”).

8.3.2 - What is “Personal Data” and “Processing”? 

Under the GDPR, “Personal Data” means any information relating to an identified or identifiable Data Subject; specifically including, but not limited to, name, an identification number, location data, an online identifier, or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that Data Subject. A Data Subject is a natural person who can be identified, directly or indirectly, by reference to Personal Data. Processing means any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction. “Process” and “processed” have a corresponding meaning.

The GDPR prohibits the processing of “special categories” of Personal Data” unless certain exceptions apply, because this type of data could create more significant risks to a Data Subject’s fundamental rights and freedoms. For example, an unauthorized disclosure of “special categories” of Personal Data may put Data Subjects at risk of unlawful discrimination. For this purpose, processing of “special categories” of Personal Data includes processing of: (i) Personal Data that reveals; (A) racial or ethnic origin, (B) political opinions, (C) religious or philosophical beliefs, or (D) trade union membership; or (ii) (A) genetic data, (B) biometric data for the purpose of uniquely identifying a natural person, (C) data concerning health, or (D) data concerning a natural personal’s sex life or sexual orientation.

8.3.3 - How and When Do We Collect Your Personal Data?

We may lawfully collect your Personal Data in a number of ways for legitimate purposes. For example, we may collect your Personal Data: (i) from the information you provide to us when you interact with us before applying (e.g., when you express your interest in studying at Hodges); (ii) when you apply to study at Hodges and complete enrollment forms or other
admissions documentation; (iii) when you communicate with us by telephone, email or via our website (e.g., in order to make inquiries or raise concerns); (iv) when you interact with us during your time as a student at Hodges, for one or more of the purposes set out below; and (v) from third parties (e.g., from recruitment organizations, government agencies in connection with financial aid, and student visas, or from your previous or current school, university, or employer(s), who may provide records or a reference about you, or who may sponsor or pay for your studies).

8.3.4 - The Types of Personal Data We Collect

We may collect and keep the following types of Personal Data about you: (i) your name, and contact information (i.e., local and permanent address, email address and telephone number); (ii) your date of birth, gender and gender identity, social security number or taxpayer identification number; (iii) insurance information; (iv) your passport or national identity card details; (iv) your country of domicile and your nationality; (v) your unique student identification number; and (vi) information relating to your education and employment history, including the school(s) and other colleges or universities you have attended, places where you have worked, the courses you have completed, dates of study and examination results.

We also may collect and keep: (i) records relating to your work product, details of examinations taken, your examination grades, and other information in your student record (including disciplinary records); (ii) information about both academic and extracurricular interests and activities; (iii) information about criminal convictions and offenses if you apply for participation in certain activities at Hodges or clinical placements; (vi) information concerning your health and medical conditions (i.e., disability and dietary needs); (vii) information about your racial or ethnic origin; religion or similar beliefs; and sexual orientation; and (viii) information about your personal or family circumstances.

8.3.5 - How We Use Your Personal Data

The lawful and legitimate purposes for which we may use Personal Data (including “special categories” of Personal Data) that we collect during your association with us include: (i) recruitment and admissions; (ii) academic matters, including the provision of our core teaching, learning and research services (i.e., registration, grading, attendance, managing progress, academic misconduct investigations, certification(s), and graduation); (iii) maintaining student records; (iv) assessing your eligibility for scholarships, financial aid, etc.; (v) providing library and IT services; (vi) for non-academic reasons in support of our core services, including: (A) providing student support services; (B) monitoring equal opportunities; (C) safeguarding and promoting the welfare of students; (D) ensuring students’ safety and security; (E) managing the use of social media; (F) financial matters (i.e., administering fees, financial aid, tuition payments, and scholarships); and (G) other administrative purposes, including: (1) carrying out audits (i.e., to ensure compliance with our regulatory and legal obligations); (2) providing operational information (i.e., providing IT support, information about building closures or access restrictions on campus, or safety advice); (3) promoting our educational services; (4) dealing with grievances and disciplinary actions; (5) dealing with complaints and inquiries; and (6) matriculation, graduation, degree, and transcript information. Personal Data may be published or disclosed in some cases (for example, in connection with graduation, as directory information, etc.). This Personal Data also may be passed to third parties involved in our graduation ceremonies. You
may request to be excluded from the publication when you register online to attend the applicable graduation ceremony.

8.3.6 - Why We Process Your Personal Data

As set out above, we process your Personal Data because it is necessary for the performance of a contract with you (i.e., our agreement with you to provide you with an education), or in order to take steps at your request prior to and in furtherance of entering into that “education contract.” In this respect, we use your Personal Data as follows: (i) to interact with you before you are enrolled as a student, as part of the admissions process (i.e., to send you a prospectus or answer inquiries about our courses); (ii) to provide you with services once you have enrolled; (iii) to deal with any concerns or feedback you may have; and (iv) for any other purpose for which you provide us with your Personal Data. We also may process your Personal Data because it is necessary for the performance of our business as a provider of higher education, or because it is necessary for our, or a third party’s legitimate interests. In this respect, we may use your Personal Data for the following: (i) to provide you with educational services that are a part of our academic and educational mission; (ii) to monitor and evaluate our performance and effectiveness, including by training our faculty and staff, or monitoring their performance; (iii) to maintain and improve our academic, financial, and human resource management; (iv) to promote equality and diversity throughout Hodges; (v) to seek advice on our rights and obligations, such as where we require legal advice; (vi) recovering money you owe to us; and (vii) for alumni relations and fundraising purposes. We also may process your Personal Data for our compliance with our legal obligations. In this respect, we may use your Personal Data for the following: (i) to meet our compliance and regulatory obligations, such as compliance with anti-money laundering laws, Title IX and other non-discrimination laws, FERPA, and certain other legal requirements; (ii) to assist with investigations (including criminal investigations) carried out by the police and other legal authorities; and (iii) to maintain or acquire accreditation status with regulatory bodies. Finally, we also may process your Personal Data where: (i) it is necessary for medical purposes (i.e., medical diagnosis, provision of health or social care or treatment, or a contract with a health professional); (ii) it is necessary to protect your (or another person’s) vital interests; or (iii) we have your explicit consent to do so.

8.3.7 - How We Share Your Personal Data

For the purposes referred to in this Notice and relying on the legal bases for processing as set out above, we may share your Personal Data with certain third parties in accordance with applicable law (including FERPA). We may disclose limited Personal Data to a variety of recipients including: (i) the US Department of Education, the Federal Student Aid office, and relevant state agencies and/or offices; and (ii) our Board of Trustees, faculty members, employees, agents, contractors, consultants, volunteers, students serving on official committees or assisting school officials, where there is a legitimate reason for their access to or receipt of the information, including disclosures to: (A) third parties who work with us to provide student services; (B) third parties who work with us to provide student support services (i.e., health services and counselling); (C) organizations operating anti-plagiarism software on our behalf; (D) internal and external auditors, attorneys, and other professional service providers; (E) certain third parties interested in tracking student progress and attendance, including: (1) current or potential education providers; (2) current or potential employers (i.e., to provide references and, where
students are sponsored by their employer and/or where you take part in a placement program, to provide details of progress/attendance); (3) professional and regulatory bodies in relation to the confirmation of qualifications, professional registration, conduct, and the accreditation of courses; (4) government departments and agencies where we have a statutory obligation to provide information; (5) police or law enforcement agencies; (6) parents, guardians, and next-of-kin (where there is a legitimate reason for disclosure); (7) third parties conducting surveys; and (8) third parties engaged in fundraising and alumni relations efforts on our behalf.

8.3.8 - Your Rights with Respect to Your Personal Data

Under the GDPR, you have a number of rights with respect to your Personal Data. You have the right, in certain circumstances, to request: (i) access to your Personal Data, (ii) rectification of mistakes or errors and/or erasure of your Personal Data, (iii) that we restrict processing, and (iv) that we provide your Personal Data to you in a portable format.

In certain circumstances, you also may have the right to object to our processing of your Personal Data.

If Hodges requested, and you provided your explicit consent for the processing of your Personal, you have the right (in certain circumstances) to withdraw that consent at any time. However, withdrawal of consent will not affect the lawfulness of the processing before your consent was withdrawn.

If you would like more information about, or if you would like to exercise any of these individual rights, please contact our Data Protection Officer (contact information is below).

8.3.9 - Questions/Concerns/Complaints

If you have questions, concerns or complaints about how we are using your Personal Data, we may be able to resolve your complaints, and we request that you contact the Data Protection Officer (contact information is below). You also have the right to lodge a complaint with the applicable Supervisory Authority if you believe that we have not complied with the requirements of the GDPR with regard to your Personal Data, or if you are not happy with the response you receive from us regarding your complaint.

8.3.10 - Relevant Hodges Contacts

Hodges may be a “controller” and also may be a “processor” (as those terms are used in the GDPR) of your Personal Data for the purposes of the GDPR. If you have any questions or concerns as to how your Personal Data is collected and/or processed, you can contact:

Josh Carcopa, Data Protection Officer at jcarcopa@hodges.edu or you can write to Hodges University, Attn: Josh Carcopa, 2647 Professional Circle, Naples, FL 34119.

8.4 – Student Grievance Policy

8.4.1 – General Definition

The primary objective of a student grievance procedure is to ensure that concerns are promptly dealt with and resolution reached in a fair manner for all parties concerned. It is
essential that each student be given adequate opportunity to bring complaints and problems to the attention of the University administration with the assurance that each will be given fair treatment. The student grievance procedures of Hodges University are designed to provide an effective means for resolving legitimate issues that are subject to the grievance process.

8.4.2 – Grievance Definition

A grievance is defined as dissatisfaction occurring when a student feels or thinks that any condition affecting him/her is unfair, or creates unnecessary hardship. Grade appeals are not included in the grievance process. Grade appeals are addressed by the Senior Vice President of Academic Affairs, or designee. Information concerning Grade Appeals and Grade Changes is located in the University Catalog.

8.4.3 - Definition of Formal and Academic Grievances

Hodges University affords two grievance procedures for students depending on the nature of the grievance. The Informal and Formal Grievance procedures are for non-academic concerns and the Academic Grievance procedure is for concerns related to classroom issues other than grade appeals.

8.4.4 - Informal Grievance Resolution

The initial phase of the student grievance procedure is oral discussion between the student and the University instructor, administrator, or staff member alleged to have caused the grievance in order to communicate and resolve the problem. The meeting should be held as soon as the student first becomes aware of the problem. If the student has good cause not to meet with the person(s) alleged to have caused the grievance, or considers the response to the grievance to be unsatisfactory causing the grievance to still exist, then the student should request a meeting with the person's supervisor to attempt to resolve the problem. Should the matter remain unresolved to the satisfaction of the student, then the student may file a formal grievance or academic grievance. As stated above, a grade appeal is not subject to the grievance process and instead should follow the procedures outlined in the University Catalog.

Problems between students should be brought to the attention of the instructor, program chair, dean, or the Director of Student Experience for discussion and resolution.

8.4.5 - Formal Grievance Procedure

To file a formal grievance, the student should obtain a grievance form from the Office of Student Experience and file it with the Director of Student Experience. The grievance form must be signed by the student and set forth with sufficient specificity so as to clearly identify the substance of the complaint.

The Director of Student Experience will serve a copy of the Grievance Form to any and all parties which the student has included in the grievance and the Hearing Officer.

The Hearing Officer will be the Senior Vice President of Academic Affairs, or designee, for formal, non-academic grievances. Depending on the circumstances, the Hearing Officer may ask
the Executive Vice President of Administrative Operations to appoint an Ad hoc Committee and serve as the designee.

Within seven (7) working days of service of the grievance, the accused parties will submit in writing their explanation, if any, to the Hearing Officer.

Upon request, the parties will submit for inspection and/or review any evidence relevant to the grievance which the parties have knowledge of to any other party to the action.

Within fourteen (14) working days of the filing of the Formal Grievance, the Hearing Officer or designee will conduct a preliminary hearing to determine if there is probable cause to proceed with the grievance and attempt to resolve the matter.

The hearings may not be tape recorded. Any party may request the hearing to be transcribed by a licensed court reporter; however, the expense of the court reporter shall be borne by the requesting party and a copy of the transcript shall be provided to Hodges University at no cost to the University.

Hearings may not be attended by outside agencies or attorneys, as these hearings are informal and internal proceedings. Further, all written grievances are confidential and no outside third party shall be provided a transcript of the proceedings without the consent of all parties involved. Violation of confidentiality may result in dismissal from the University or termination of University student employment.

If the Hearing Officer or designee determines that there is not probable cause to support the grievance, then the Hearing Officer or designee will dismiss the grievance in writing stating the reasons for that finding. The decision may be appealed to the President whose decision is final. The appeal must be filed within seven (7) working days and state with sufficient specificity and clarity the reasons for the appeal.

If the Hearing Officer or designee finds there is probable cause to support the grievance, the Hearing Officer or designee may resolve the grievance or pass the resolution to a Grievance Committee, which is ad hoc. The Senior Vice President of Academic Affairs, or designee, will appoint appropriate members to the ad hoc Grievance Committee. The committee will consist of one administrator, one student, and a committee chair selected from the faculty.

Within fourteen (14) working days, the Grievance Committee will convene a hearing to determine the resolution of the grievance.

8.4.6 - Formal Grievance Committee Procedure

The Formal Grievance Committee will hear the matter and resolve the dispute subject to the following:

1. The student will present all relevant evidence to the Committee, subject to examination by the other parties and/or the Committee.
2. The other parties will present all relevant evidence to the Committee, subject to examination by the Student and/or the Committee.
3. Other persons may be allowed to present evidence at the sole discretion of the Committee Chair.
4. The Committee will make a written finding within seven (7) working days of the hearing which will contain the decision of the Committee and findings of fact that support the decision. This written finding will be filed with the Director of Student Experience. The Senior Vice President of Academic Affairs, or designee, will serve a copy to all parties, and the President.

8.4.7 - Appeals

The appeal process is available to students addressing decisions of the Hearing Officers or a Grievance Committee. Either party may appeal the decision, within seven (7) working days to the President whose decision is final. The President normally will only consider the written record of the evidence, including the complaint, student file, responses, minutes of the meetings, and the written reason for the appeal, in order to render a decision in the matter. In the event than any party fails to appeal the decision regarding probable cause or fails to appeal the written decision of the grievance committee or hearing officer within seven (7) working days, then the grievance shall automatically be dismissed without further recourse or review.

8.4.8 - State Authorization Reciprocity Agreement (SARA)

Online learning / distance education students may initiate a complaint via email to onlinelearning@hodges.edu. For out of state online learning / distance education students who have completed the Hodges University grievance process and the applicable state grievance process, may appeal non-instructional complaints to the Florida State Authorization Reciprocity Agreement Postsecondary Reciprocal Distance Education Coordinating Council (FL-SARA PRDEC). For additional information on the complaint process, please visit the FL-SARA Complaint Process page.
Chapter 9: Student Financial Resources

9.1 – Financial Aid

9.1.1 – General Description

Hodges University remains in compliance with all requirements for eligibility to award student financial aid under the Title IV, Federal Higher Education Act (Financial Assistance) and through programs administered by the Florida Department of Education. Currently, students may be eligible for funding such as the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Student Loans, Federal PLUS Loans, Federal Work-Study Employment funding, Florida Effective Access to Student Education Grant (formerly known as Florida Resident Access Grant), and Florida Student Assistance Grant.

Certain types of financial aid are available to eligible students. If the student is eligible, an appropriate award package will be developed and presented to the student. Prior to the actual disbursement of any financial aid, a student may have to accept/deny any funding that will be disbursed and/or complete a verification process which will document certain information provided.

9.1.2 - Federal Pell Grant

The Federal Pell Grant is designed to assist students in continuing their education beyond high school and also to provide students with a basis of financial assistance to help defray the cost of postsecondary education. A need-based grant awarded only to undergraduate students, does not need to be repaid. Students already holding a bachelor’s degree are not eligible for this grant. The amount of the grant is determined by the student’s need and the cost of attendance at the university.

9.1.3 - Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant provides assistance to undergraduate students with exceptional need to help pay for their postsecondary education. The amount of grant funding is based on availability of funds and institutional awarding policies for students with three or more in their family and a zero Estimated Family Contribution (EFC) on their FAFSA.

9.1.4 - Federal Direct Student Loans

Federal Direct Student Loans are loans available to eligible students to help pay for the cost of education. The lender is the U.S. Department of Education. Maximum loan limits, set by federal law are applied based upon the student’s yearly progress at the university as well as household income. A student may be eligible for one or both varieties of student loans. Repayment generally begins six months after the student has graduated, left school or dropped below a half-time enrollment status.
There are two types of Federal Direct Student Loans:

- **Subsidized** – Awards are based on financial need. Student borrowers are not required to pay the interest that accrues while enrolled in school. The federal government pays the interest on subsidized loans for students that are enrolled at least half-time as well as during the first six months of the grace period. Subsidized loans are limited to 150% of the length of a student’s academic program. Graduate students are not eligible for subsidized loans.

- **Unsubsidized** - Awards are not based on financial need. Student borrowers are charged interest while in school but may choose to have the interest payment deferred while in school. If the student borrower selects to defer interest payments while in school, at repayment, the amount owed will be increased by the interest that has accrued. If the student borrower chooses to pay the interest while in school, the borrower will need to contact their student loan servicer to set up payment arrangements.

### 9.1.5 - Direct PLUS Loans (Parent & Graduate)

Direct PLUS Loans are part of the federal Direct Loan Program. Unlike most other federal student loans, PLUS Loans are not awarded when you apply for financial aid. Graduate/professional students (Grad PLUS Loan) and parents of undergraduates (PLUS Loan) apply separately for the PLUS (in addition to completing a FAFSA) if they need additional funds to cover college costs. Eligibility is not based on financial need, and graduate students and parents of undergraduates may borrow up to the amount of the student’s Cost of Attendance, minus any other financial assistance a student receives.

### 9.1.6 - Federal Work-Study Program

Federal Work-Study (FWS) is a need-based, federal financial aid program that provides part-time employment to students needing financial assistance, as well as encouraging recipients to participate in community service activities. Additionally, by providing a wide range of employment opportunities, FWS helps students gain work experience that complements and reinforces their educational and career objectives.

Under this program, funds are administered according to regulations and guidelines established by the Congress of the United States and the Department of Education. To ensure that Hodges University remains in compliance with federal regulations, updated guidelines have been established.

A student must first qualify for FWS funds. To determine eligibility, students must complete a FAFSA. A Work-Study student can be assigned to any department in accordance with the guidelines provided by the Office of Student Financial Services. Work-Study students may have access to student records as approved by their supervisors, but are not permitted to attend employee meetings or functions. Work-Study students are to be provided with guidelines from the Office of Student Financial Services as well as from their supervisors so that their duties and responsibilities are clearly understood. Students are compensated through financial aid funds as determined by the Office of Student Financial Services and timesheets are processed through the payroll office and are monitored by the Office of Student Financial Services to determine continued eligibility for the program.
9.1.7 - Florida Effective Access to Student Education (EASE) Grant

The Florida Effective Access to Student Education (EASE) Grant provides tuition assistance to full-time Florida undergraduate students attending an eligible independent, nonprofit Florida college or university. A minimum of one year Florida residency is required. This grant does not require the completion of a FAFSA and students already holding a bachelor’s degree are not eligible for this grant.

9.1.8 - Florida Student Assistance Grants (FSAG)

The Florida Student Assistance Grant is a need-based grant available to full-time undergraduate students who have not earned a bachelor’s degree and are attending an eligible public or private institution in the state of Florida. This grant requires the completion of a FAFSA and a minimum of one year Florida residency.

9.1.9 - Verification Policy

Students selected for verification will be contacted by email within two weeks of submission of the student’s FAFSA. The Office of Student Financial Services will not disburse any financial aid funds to a student’s account until the required documentation is received. The required documentation must be received by the Office of Student Financial Services within 30 days of the student being notified. Failure to comply will make the student ineligible for financial aid until the documentation is received. If information on the student’s FAFSA is in error, the FAFSA must be corrected. Students are not eligible for financial aid and no aid will be disbursed until these corrections are made.

Students are cautioned that all awards are made based on the availability of program funds to the university and accuracy of the information provided to determine financial aid eligibility. Reductions in funding programs, over which the university has no control, or changes in eligibility status due to the verification process, may amend initial awards. Students must maintain good standing and satisfactory progress towards completion of their respective program. To be eligible for state and federal financial aid funds, students must meet the “Standards of Academic Progress” (SAP) listed herein.

No students may receive financial aid if they owe a refund on any grant, are in default on any loan or have borrowed in excess of established loan limits under Title IV financial aid programs at any institution, or are enrolled in either an elementary or secondary school.

9.1.10 - Hodges University Department of Defense (DoD) Tuition Assistance Policy

Tuition Assistance funds received for service members who drop or withdraw prior to the class start date will be returned to the payee (respective branch of the Department of Defense). If a student drops or withdraws from a course after the add/drop period, the institution will follow the repayment schedule outlined in the University Catalog. For students who stop attending class, the last day of attendance will be used to establish the return amount, if any.
9.2 – Scholarships

9.2.1 – General Description

The purpose of the Hodges University scholarship program is to supplement the resources of students to the extent possible to enable them to begin or to continue university studies. All students are eligible to apply for scholarships, with the following exceptions:

- Students enrolled in Career and Technical Certificate programs are ineligible for all scholarships and discounts except for those students qualified for the veteran discount.
- Students enrolled in the ESL certificate program are ineligible for all scholarships and discounts except for those students qualified for the veteran discount.
- Students enrolled in UPower™ programs are ineligible for all scholarships and discounts.
- Students enrolled in clinical programs (Nursing, Physical Therapist Assistant, or Clinical Mental Health) are ineligible for all scholarships and discounts except for specialty scholarships designed specifically for their own clinical program and except for those students qualified for the veteran discount.
- Students receiving tuition discounts/waivers as part of other university agreements or policies are ineligible for additional scholarships or discounts.

For additional information on scholarships and eligibility criteria, students should visit https://pathways.hodges.edu/scholarship-information/. Students may also contact the Office of Student Financial Services for details regarding the scholarship process.

9.2.2 – General Eligibility Requirements

Except as noted above, all Hodges University undergraduate and graduate students in good standing at the current University tuition rate may apply for an institutional scholarship. A minimum cumulative grade point average of 2.0 for undergraduate students and 3.0 for graduate students is required for all scholarships; however, some scholarships may require a higher GPA.

Incomplete applications will not be accepted. All applications and reference letters become the property of Hodges University. Any scholarship application found to contain false or misleading information will be eliminated from further consideration by the Scholarship Committee. Essays, if required, will be judged on a rubric which will include style/content as well as writing skills that are clear, articulate, logically organized, and demonstrates an outstanding grasp of the philosophical issues involved in the assigned topic(s). A phone and/or in-person interview process may be required for various scholarships.

9.2.3 – Selection Process

Scholarship awards are made for one academic year with the exception of renewable scholarships, such as the President’s Scholarship. Awards are made on a per-session basis, unless the criteria specify otherwise. Students may receive up to three (3) institutional scholarships per academic year with eligibility limited to one (1) scholarship per 4-month session. Scholarship amounts will be based on the total tuition/fee cost minus federal and/or state grants that a student may be eligible for. Students awarded a scholarship will only receive the full amount of their scholarship award after all scholarship requirements have been met.
HODGES UNIVERSITY

Please note: the aforementioned process does not replace a donor’s intent as outlined in specified donor scholarship criteria.

The Scholarship Committee will receive all scholarship applications electronically via the Hodges University online scholarship application system, AwardSpring. Scholarship Applications are due by the 3rd Friday of each 4-month session start. Within the scholarship software, students are matched to a scholarship or given recommendations based on information provided on what scholarships to apply for. AwardSpring will then give specific information on what is needed in order to complete the scholarship application in full.

The Scholarship Committee will score candidates on a point system in the following manner:

<table>
<thead>
<tr>
<th>Scoring Topic</th>
<th>Maximum Points</th>
<th>Points Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Academic Performance</td>
<td>10</td>
<td>Automatic</td>
</tr>
<tr>
<td>2 Enrollment Status</td>
<td>10</td>
<td>Automatic</td>
</tr>
<tr>
<td>3 Financial Need</td>
<td>10</td>
<td>Automatic</td>
</tr>
<tr>
<td>4 Required Essay/Interview</td>
<td>10</td>
<td>Manual</td>
</tr>
</tbody>
</table>

Total Max Score: 40

Scholarships that do not require an essay and/or interview will be scored based on 1 – 3 with a possible maximum score of 30 point. Scholarships will be awarded based on the highest scores and the availability of scholarship funding per 4-month session.

Students may email scholarships@hodges.edu for more information.

9.2.4 – ICUF Scholarships

As a member of the Independent Colleges and Universities of Florida (ICUF), Hodges University has the opportunity to apply for scholarships provided by the Florida Independent College Fund (FICF). The FICF is a non-profit foundation for program and resource development for the Independent Colleges and Universities of Florida (ICUF). It secures scholarships from private donors, industry and businesses, as well as from the state of Florida.

FICF scholarships have specific forms and criteria for consideration. The Hodges University Scholarship Committee reviews student applications for HU private scholarship assistance as well as the overall student body to find appropriate nominations for the FICF awards.

If a student is awarded an FICF scholarship and the amount exceeds the cumulative private scholarship dollar amount, expressed in guideline number two, then the student may not be considered eligible for any further assistance from the Hodges University Scholarship Committee.

9.2.5 - Criteria for consideration

1. The appearance, presentation, and completeness of the scholarship application form will be taken into account in the awarding of scholarships. Incomplete applications will not
be considered. All applications and reference letters become the property of Hodges University and will not be returned.

2. Any scholarship application found to contain false or misleading information will be eliminated from further consideration by the Scholarship Committee.

3. Essays, if required, will be judged on style and content as well as writing that is clear, articulate logically organized, and demonstrates an outstanding grasp of the philosophical and psychological issues involved in the assigned topics.

4. The Hodges University Scholarship Committee may interview applicants as part of the process in the event additional information is required for the scholarship decision process.

5. In awarding the scholarships, the Hodges University Scholarship Committee judges the applicants based upon (1) academic performance, (2) the candidate’s application essay, if required, (3) personal interviews, if required, (4) financial need, and (5) application completeness.

6. Scholarships provided by the FLORIDA INDEPENDENT COLLEGE FUND (FICF) are considered the same as other private scholarships of Hodges University. Students are nominated for the FICF awards by the Hodges University Scholarship Committee. Award amounts established by the FICF may vary.

9.2.6 - Named Scholarships

The named scholarships of Hodges University are available through the generous donations of donors, foundations, and gifts of those listed below or gifts of others in their honor who wish to assist students to reach their academic goals by offering financial assistance. These scholarships are awarded through the regular scholarship procedures of the University. For more information regarding named scholarships, visit https://pathways.hodges.edu/scholarship-information/.

9.2.7 - Friends of the University Educational Support Scholarships

This scholarship is funded by donations from private donors, institutional fund raising and other sources. Our Friends of the University include general donors and our generous donors giving to the University on a regular basis include, but are not limited to, Thelma Hodges, Collier County Education Facility Authority, John R. Wood, Raymond & Margaret Pettit, and Lavern Norris Gaynor.

9.2.8 - Presidential Scholarships

The Hodges University Scholarship Committee grants Presidential Scholarships in the form of tuition aid scholarships as awards for recognition of participation in special institutional training seminars, rewards to outstanding civic organizations or others, by prior agreement with the University, or for other reasons as determined beneficial to the University and its students by the Office of the President. These scholarships are not open for application by Hodges University students.
9.2.9 - Outside Scholarships

Hodges University students are encouraged to research opportunities for scholarship outside the institution. Some outside scholarship opportunities are recommended on the University website and student portal. For more information email scholarships@hodges.edu.
Chapter 10: Student Activities

The Student Experience team has general oversight responsibility for student activities, organizations and services, and extracurricular activities. All student social events and organized extracurricular activities are designed to encompass student interests and to enhance the philosophy and objectives of Hodges University. Events and activities must be registered with the Office of Student Experience. Events must be sponsored by recognized student organizations with approval and support of the appropriate faculty advisor and the Director of Student Experience. All fundraisers and sales by vendors must be authorized by the Executive Vice President of Administrative Operations. University guidelines for registering, scheduling, advertising and conducting all such activities and events are to be followed. The University reserves the right to cancel an activity or event when there are reasonable grounds to believe that the activity or event will be detrimental to university operation or will endanger persons or property. Students must be in good standing to participate in student activities.

10.1 – Student Clubs and Organizations

Belonging to a club or organization can enrich the university experience. Participation fosters leadership development and improves interpersonal skills. Students play an important role in the institutional decision making process through participation in the clubs and organizations. At times, a club or organization may become inactive due to lack of student involvement. Each student is encouraged to bring interests, issues and ideas to the attention of the administration through the Director of Student Experience. As deemed appropriate by the University administration, students may be invited to join institutional committees. Students must be in good standing to participate in committees, student clubs and organizations. Please contact the Office of Student Experience via StudentExperience@hodges.edu for information, policies, and guidance on clubs and organizations.

10.2 – Honor Societies

10.2.1 - Sigma Beta Delta

This is an honor society for business majors. The purposes of this society shall be to encourage and recognize scholarship and accomplishment among students of accounting, business administration, finance, management, and marketing and professional sales, and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. It is organized exclusively for charitable and educational purposes. For information, students should speak with their School Dean or Program Chair.

10.2.2 - Alpha Eta

This is the national honor society for allied health professionals. The society recognizes those allied health professionals who have excelled in their field. This recognition is extended to students, alumni, and faculty members. The society promotes both scholarship and fellowship among its members. This commitment to collaboration is reflected in the motto of the society.
Eligibility and membership in Alpha Eta is contingent on maintaining a cumulative GPA of 3.5 or greater and documentation of community and professional service, leadership abilities, and academic excellence. Individuals are invited to apply for membership their final year. For further information about Alpha Eta, contact Dr. Marie Collins, (mcollins3@hodges.edu).

10.3 - Publications

All official publications of Hodges University are available for student input, but it is the reserved right of the University to edit and publish only information consistent with the mission and standards of the institution.

_HU Highlights_ is a monthly e-newsletter distributed on the first of each month. The newsletter is the ideal channel for announcements and news of university-wide importance; brief mentions of events taking place in the next week or two; and information that will be of widespread use or interest to students. Students who would like to have announcements considered for inclusion in _HU Highlights_ should submit information to the Marketing Department by the 25th of each month.

_The Professional_ is an e-newsletter distributed the first business day of each month and offers insightful articles about Hodges alumni, stories about faculty and other news of interest. Upcoming events will also be included, plus photos from recent events.

_Inside Hodges_ is a monthly e-newsletter distributed to all Hodges faculty, staff and administrators. This newsletter includes photos from events, news and other items of interest.

A new university magazine will launch in the Fall 2019 that will be distributed electronically via the Hodges University social media channels: Facebook, Instagram and Twitter, in addition to being posted on the website. A printed copy will be mailed to supporters of the University. It will be distributed twice a year, once in the Fall and once in the Spring.
Chapter 11: Campus Safety

The policy of Hodges University is to provide its students, faculty, and staff as well as guests and visitors to its campus a secure, safe, and healthy environment in order to enhance the delivery of educational services and otherwise comply with the letter and spirit of its Mission Statement.

Good judgment and common sense are the basis of the safety and security policies of Hodges University. It is the duty of each student to follow the safety and security practices as outlined herein and to report any breaches of safety or security issues.

In the event of any emergency situation, a member of administration or a faculty member should be contacted and a 911 call for police or fire support should be made. The Collier County Sheriff’s Department and Fort Myers Police Department are available through 911 emergency dispatches.

Any student who sustains an accident on campus should immediately notify a faculty member or security officer. The student will be given an accident report form which must be filed with the Director of Facilities Management and Campus Safety. The report must be filed within forty-eight (48) hours of the accident occurring.

In case of major emergency situations, (impending storms, chemical spills, etc.) emergency notifications will be sent out by the University using the Everbridge Emergency Notification System. Students are responsible for keeping contact information up to date (including email addresses and cell phone numbers) so that emergency notifications will be timely received.

11.1 - Fire Drill or Fire Alarms

In the event that a fire alarm sounds during any class period, and in the absence of gunfire, the faculty member will lead his/her students to the nearest exit from the building as depicted on the emergency plan posted throughout the building. When you hear the fire alarm:

- Quickly, but calmly, follow your instructor to the nearest exit.
- Quickly take your personal possessions with you (keys, purses, etc.)
- Use the stairs to evacuate. Do not use elevators.
- Close doors as you exit to slow the spread of fire.
- Remain in the designated assembly area until instructed by a faculty member or member of administration to return to class.

11.2 - False Alarm or Endangering the Safety of Others

Setting off a false alarm or discharging or misusing firefighting or safety equipment endangers the safety of others, is a felony of the third degree, and will not be tolerated. The unauthorized use of firefighting or safety equipment will result in disciplinary action up to and including expulsion. Any other behavior that results in an endangerment to the safety of others will also result in disciplinary action up to and including expulsion.
11.3 - Severe Weather

All University administrators are acquainted with the warning terms used in hurricane advisories. In the event it becomes necessary to evacuate a campus, the decision will be made by the President or designee. To assist in this process, the University will utilize the Everbridge Emergency Notification System (texts, emails), along with social media to inform students of emergency situations. Follow University personnel and security officer instructions including but not limited to:

- Quickly, but calmly, go to the lowest level.
- Stay away from glass areas and doors.
- Take shelter in an interior hallway.
- Stay in protected area until "all is clear".
- Outdoors, stay away from cars.

11.4 - Security

Hodges University provides reasonable safety and security for its students, personnel, and facilities and works closely with local law enforcement on a number of public safety issues. The University utilizes an internal and external camera security system, panic alarms, a magnetic door-locking system with access via an ID card and uniformed security officers in all buildings on campus. All crimes should be reported to campus security personnel as quickly as possible.

In spite of these services and precautions, students should be conscious of the fact that crime may still occur. The existence of a campus security officer cannot ensure a student's personal safety.

Students must participate in securing themselves and their personal property at all times. If you see any breach of security, or have a specific recommendation regarding security, please make it known to the University administration or campus security.

For your own safety you should always take the following precautions:

1. Report any suspicious persons or activities to the University administration, faculty, staff, or campus security.

2. Always lock your automobile. Do not leave valuables in view while away from your vehicle.

3. Never walk at night in unlit areas.

4. Ask campus security or a fellow classmate to accompany you to your car, if you feel uncomfortable. Walk with a friend whenever possible.

5. Valuables should be left at home.

6. Do not lend your keys to others or allow them to be duplicated.
7. Practice the “buddy system”, which includes letting someone know where you are going, when you plan to return, what routes you will take and how to reach you.

8. Watch your purse, backpack, briefcase, and phone. Do not take a break and leave them behind.

9. Avoid biking alone. If you must go by yourself, stay clear of isolated or poorly-lit areas.

10. Be smart and stay safe.

11. Students are required to display a valid University ID badge while on University property. Guest badges are required and available at the front desk at each campus.

11.5 - Firearms and Weapons

Except for law enforcement officers and the University’s security personnel, the possession of weapons on campus or during any event sponsored by the University is strictly forbidden whether the person has a permit from an appropriate authority or not. Any person carrying a weapon on campus or at a University event will be deemed to have committed a serious breach of security resulting in disciplinary action up to and including expulsion.

Law enforcement officers who attend Hodges University may be armed, as permitted by their respective department. Officers with exposed firearms must display their badge continuously while on University property.

Students are responsible for compliance with all public laws. Any act that could constitute a violation of public laws will establish cause for legal and/or disciplinary action by the University.

11.6 - Bomb Threats

The placement of a bomb threat is not only a criminal offense, but also an intolerable violation of Hodges University policy and will result in immediate expulsion from the University.

11.7 - Breaking and Entering

The entering, or attempt to enter, any room, building, motor vehicle, or other form of property without proper authorization or consent is prohibited.

No student is permitted to enter or remain in any University building or in the academic areas of the University after normal operating hours unless written approval has been obtained in advance from authorized University personnel.

11.8 - Theft or Unauthorized Possession

Students involved in the taking, sale, or possession of property without consent of its owner or without proper remuneration may be subject to University disciplinary action up to and including expulsion, as well as arrest and prosecution by legal authorities.
11.9 - University Liability

The University is not liable for physical injury and/or other medical problems as well as loss of or damage to personal property resulting from fire, theft, or other causes outside the control of the University.
Appendix 1: Physical Therapist Assistant Program Handbook

The Associate in Science in Physical Therapist Assistant program at Hodges University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call 239-938-7718 or email cvaccarino@hodges.edu.
# Physical Therapist Assistant

## Table of Contents

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Program Description, Policies, and Procedures</td>
<td>81</td>
</tr>
<tr>
<td>1.1</td>
<td>Program Description</td>
<td>81</td>
</tr>
<tr>
<td>1.2</td>
<td>Accreditation</td>
<td>81</td>
</tr>
<tr>
<td>1.3</td>
<td>Mission Statements/Program Goals</td>
<td>82</td>
</tr>
<tr>
<td>1.3.1</td>
<td>PTA Program Mission Statement</td>
<td>82</td>
</tr>
<tr>
<td>1.3.2</td>
<td>Hodges University PTA Program/Faculty goals</td>
<td>82</td>
</tr>
<tr>
<td>1.3.3</td>
<td>PTA Program Graduate Goals</td>
<td>82</td>
</tr>
<tr>
<td>1.4</td>
<td>Physical Therapist Assistant Program Curriculum Plan Philosophy</td>
<td>82</td>
</tr>
<tr>
<td>1.5</td>
<td>Informed Consent/Consent to Participate</td>
<td>83</td>
</tr>
<tr>
<td>1.6</td>
<td>Complaints by Students</td>
<td>83</td>
</tr>
<tr>
<td>1.7</td>
<td>Changes in PTA Program</td>
<td>83</td>
</tr>
<tr>
<td>1.8</td>
<td>Federal and State Level 2 Background/Drug Tests</td>
<td>84</td>
</tr>
<tr>
<td>1.9</td>
<td>Health Requirements</td>
<td>85</td>
</tr>
<tr>
<td>1.10</td>
<td>Health Status Change</td>
<td>85</td>
</tr>
<tr>
<td>1.11</td>
<td>Pregnancy Policy</td>
<td>85</td>
</tr>
<tr>
<td>2</td>
<td>Academic Standards and Guidelines</td>
<td>86</td>
</tr>
<tr>
<td>2.1</td>
<td>Learning Strategies</td>
<td>86</td>
</tr>
<tr>
<td>2.2</td>
<td>PTA Program Requirements and Conduct</td>
<td>86</td>
</tr>
<tr>
<td>2.3</td>
<td>Program Advancement</td>
<td>87</td>
</tr>
<tr>
<td>2.4</td>
<td>Unable to Advance</td>
<td>87</td>
</tr>
<tr>
<td>2.5</td>
<td>Dismissal from the Program</td>
<td>88</td>
</tr>
<tr>
<td>2.6</td>
<td>Reinstatement</td>
<td>89</td>
</tr>
<tr>
<td>2.7</td>
<td>Remediation/Retention</td>
<td>89</td>
</tr>
<tr>
<td>3</td>
<td>Classroom and Laboratory Guidelines</td>
<td>90</td>
</tr>
<tr>
<td>3.1</td>
<td>Competency Assessments</td>
<td>90</td>
</tr>
<tr>
<td>3.2</td>
<td>Skills Check</td>
<td>90</td>
</tr>
<tr>
<td>3.3</td>
<td>Practical Examination</td>
<td>90</td>
</tr>
<tr>
<td>3.3.1</td>
<td>Practical Exam Guidelines</td>
<td>90</td>
</tr>
<tr>
<td>3.3.2</td>
<td>Practical Exam Re-Take Guidelines</td>
<td>91</td>
</tr>
<tr>
<td>3.4</td>
<td>Classroom and Lab Attendance</td>
<td>92</td>
</tr>
</tbody>
</table>
3.5 - Laboratory Safety and Guidelines ................................................................. 92
3.5.1 - Informed Consent ...................................................................................... 93
3.5.2 Lab Attire ..................................................................................................... 93
3.5.3 Lab Safety ................................................................................................... 93
3.5.4 - Laboratory Usage ..................................................................................... 93
Chapter 4: Clinical Education Guidelines .............................................................. 95
4.1 - Clinical Internship General Information ..................................................... 95
4.2 - Curriculum Timeline .................................................................................. 95
4.3 - Acquisition of Clinical Education Experiences and Clinical Site Selection TA ....... 95
4.4 - Assignment of Students to Clinical Sites .................................................... 96
4.5 - General Requirements Prior to Clinical Internship ...................................... 96
4.5.1 - Student Level of Performance ................................................................ 96
4.5.2 - Safety ....................................................................................................... 97
4.5.3 - Medical Requirements and Documents ................................................... 97
4.5.4 - Annual Tuberculosis (TB) Screening ......................................................... 98
4.5.5 - Health Insurance TA ................................................................................ 98
4.5.6 - Materials/Supplies ................................................................................... 99
4.5.7 - Clinical Internship Orientation Meetings ............................................... 99
4.6 - Site Visits/Midterm Conference .................................................................. 99
4.7 - Grading Criteria for Clinical Internship ..................................................... 100
4.8 - Grading Policies for Clinical Education ..................................................... 100
4.9 Dismissal from a Clinical Site ......................................................................... 101
4.10 Responsibilities of Parties Involved in Clinical Education .............................. 101
4.10.1 - Responsibilities of the Hodges University PTA Program ......................... 101
4.10.2 - Responsibilities of the Academic Coordinator of Clinical Education ...... 103
4.10.3 - Responsibilities of the Student ............................................................... 104
4.10.4 - Responsibilities of the Center Coordinator of Clinical Education (CCCE) .... 105
4.10.5 - Responsibilities of the Clinical Instructors (CI) ...................................... 106
4.11 - Supervision Guidelines during Clinical Experiences ................................... 106
4.12 - Safety for Off-Campus Educational Experiences ...................................... 107
4.13 - Dress Code/Uniforms ............................................................................... 107
4.14 - Attendance/Tardiness ............................................................................... 109
4.14.1 - Absence from Clinic ................................................................. 109
4.14.2 - CI Absence.................................................................................. 111
4.14.3 - Holidays and Inclement Weather.................................................. 111
4.15 Compensation.................................................................................... 111
4.16 - Implementation of Early Warning..................................................... 111
4.17 - Universal Precautions....................................................................... 112
4.18 - Exposure to Blood and Body Fluids.................................................... 112
4.19 - Infectious Disease Policy and Informed Consent.................................. 113
4.20- Incident/Accident/Exposure Report (other than exposure to blood and body fluids) ........................................................................................................... 113
4.21 - Health Insurance Coverage ............................................................... 113
4.22 - Liability Insurance ........................................................................... 114
Chapter 5: Behavioral Expectations .............................................................. 115
5.1 - Behavioral Expectations and Values.................................................... 115
5.2 - Physician’s Health Release and Functional Capacity Requirements .......... 116
5.3 - Letters of Recommendation or References ........................................ 116
Chapter 1: Program Description, Policies, and Procedures

1.1 - Program Description

The information in this handbook applies to PTA Program students and is in accordance with the policies and procedures of Hodges University. Other Hodges University student policies and procedures are found in the Hodges University Catalog and the University Student Handbook.

The PTA Program is one of the health career programs offered at Hodges University as part of the School of Health Sciences. Students in the PTA Program participate in all lecture and lab classes together as a cohort. There are two off-site clinical internships, which are managed by the Academic Coordinator of Clinical Education (ACCE) in conjunction with an onsite Center Coordinator of Clinical Education (CCCE).

The curriculum provides the student the opportunity to develop competency in technical skills through experiences in the classroom, laboratory, and off-site clinical facilities. The PTA Program is dedicated to developing PTAs who are skilled, competent, pro-active and will make valuable contributions to the field of physical therapy.

The Physical Therapist Assistant (PTA) Program at Hodges University is designed to provide students with entry-level skills and knowledge to work under the supervision of a licensed physical therapist in the rehabilitation of patients with musculoskeletal and/or neuromuscular deficits, disease, or disorders. Graduates of the PTA Program will receive an AS degree and will be eligible to take the national licensing board exam required to practice in the field of physical therapy.

The PTA Program is a full time, traditional day program. PTA students will be required to attend class five days a week for three consecutive sessions from 8:30 am to 5:00 pm, Monday through Friday. The students must also complete two full internships consisting of 40 hours a week; this may require an evening or weekend schedule. PTA students must complete the coursework together as a cohort, no exceptions.

1.2 - Accreditation

Hodges University PTA Program received full reaccreditation by the Commission on Accreditation in Physical Therapy Education (CAPTE) on October 31, 2018 to Dec 31, 2028.

Hodges University will provide for a subscription to the FSBPT statistical tracking information reports on the national board exam and related statistics. Statistical tracking information reports on national board exam passing rates, student graduation rates and graduate employment rates will be obtained and maintained on the HU website on the PTA Program Page. Program statistics will be published yearly on the Hodges University PTA webpage under “Outcomes”.

The Associate in Science in Physical Therapist Assistant program at Hodges University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245;
1.3 - Mission Statements/Program Goals

1.3.1 - PTA Program Mission Statement

The PTA Program at Hodges University prepares students to leverage higher learning to develop competent, professional and civic minded Physical Therapist Assistants who are prepared for entry-level employment.

1.3.2 - Hodges University PTA Program/Faculty goals

1. Develop competent and professional physical therapist assistants to provide safe, effective, evidence based PTA services under the supervision of a licensed physical therapist.

2. Faculty will meet all CEU requirements for FL licensing to ensure knowledge and skill of contemporary physical therapy practice within each licensing period.

1.3.3 - PTA Program Graduate Goals

1. Demonstrate the ability to provide professional, safe, competent physical therapy services required of the entry level PTA.

2. Demonstrate the ability to apply critical thinking skills and research to comply with best practice.

3. Demonstrate the ability to recognize and treat a variety of patients in a professional and culturally sensitive manner.

4. Demonstrate the ability to communicate both written and verbally in an effective and professional manner.

1.4 - Physical Therapist Assistant Program Curriculum Plan Philosophy

The PTA curriculum is designed with the adult learner in mind. The faculty recognizes the need to connect new learning with real life experiences and clinical simulations. Just as faculty members are responsible for facilitation of learning, the students are encouraged to take responsibility to pursue and master the skills and knowledge needed to enter the field of physical therapy and practice under the supervision of a licensed physical therapist.

Design of the PTA curriculum is based on the belief that PTA learning begins with basic sciences and liberal arts education, continues with technical education and skill development, followed by integration and application of the material and skills learned, with the opportunity to practice in real-world clinical settings. The PTA faculty understands that success not only relates to technical competency, but also professional behaviors, cultural sensitivity and social responsibility. These items are addressed and modeled throughout the curriculum, threaded from the first core session through the final terminal internship.
A variety of teaching methods are used in the PTA program to achieve the proper depth and breadth of information and provide activities for visual, auditory and kinesthetic learners. These activities include, but are not limited to, lecture, lab, simulated clinic, group and individual activities and projects, teaching and mentoring, observation and role playing, open lab practice time and clinical experiences. The faculty recognizes the diversity of the student and patient population and provides experiences and opportunities for active student participation and involvement in the classroom, profession and community.

1.5 - Informed Consent/Consent to Participate

PTA students are expected to participate in two clinical affiliations as well as other in-class and off-campus activities. Students must participate in mock lab, practice sessions, and practical exams as simulated patient and practitioner. Labs and practical testing maybe photographed or videotaped for instructional, assessment or promotional purposes. Clinical facilities may require further drug testing, proof of immunizations, and background checks. All students must introduce themselves to patients and peers as student PTAs and ask permission to work with the patient as well as inform the patient of their risk free right to refuse treatment by a student. Students enrolled in the HU PTA Program will be required to sign an Informed Consent Form stating that they are aware of their rights, responsibilities, and risks associated with participating in the PTA Program and in a clinical internship.

In addition, clinical affiliates may require copies of the student’s HIV/AIDS, Prevention of Medical Errors, CPR certifications, as well as Medical History and Physical Examination results prior to attending a clinical internship. Consent is required before HU can release this information to the clinical site. Students will sign a Consent to Release Student Information to Clinical Site Form during the PTA Program orientation.

Confidentiality of patients while in clinical internships must be in compliance with HIPAA privacy guidelines, which will be covered in the first session of the program. Any breach in confidentiality, especially as it relates to patient/client information, may result in dismissal from the PTA Program and the University.

During lab and clinical internships, students may be involved in developing educational material and completing assignments, which require the participation of actual patients in the clinical setting. This may involve videotaping, audiotaping, and/or photography. Students will sign a Student/Patient Consent to Participate Form which includes videotaping, audiotaping, and/or photography.

1.6 - Complaints by Students

Please refer to the University Student Handbook.

1.7 - Changes in PTA Program

Notification of expected or unexpected substantive changes in the PTA Program or change in institutional accreditation status or legal authority to provide postsecondary education will be
submitted to the PTA accreditation body, CAPTE within 14 days of such an occurrence. If a substantive change occurs in the PTA Program or institutional accreditation status, the institution and PTA Program will come into compliance with the two years in accordance with CAPTE guidelines.

1.8 - Federal and State Level 2 Background/Drug Tests:

A Level II FBI Criminal Background check with fingerprinting and a 10 panel Drug and Alcohol Screening will be required of applicants who have been conditionally accepted into the PTA Program. This will be conducted after signing appropriate forms prior to the start of the program. Acceptance into the PTA Program requires a student to remain free of disqualifying charges and drug free.

Students whose Criminal Background Check results indicate potential inability to be placed in a clinical setting or hold a license will be notified and counseled. Students who have multiple arrests, pending convictions, or disqualifying convictions will be unable to be placed in a clinical setting. Therefore, the student will be informed that he/she may not be accepted or allowed to continue enrollment in the PTA Program. Any student who had any evidence of an issue in his or her background may be interviewed and investigated to elicit further information.

Clinical placement is a requirement for the PTA Program completion. Therefore, unsuccessful Criminal Background Checks or Drug Screening may prevent the student from completing the PTA Program. Hodges University assumes no obligation to locate an alternative site and cannot guarantee the completion of degree requirements for an individual with an unsuccessful criminal background check or drug screen. Furthermore, Hodges is under no obligation to refund tuition, fees or to otherwise accommodate a student if deemed ineligible to complete course requirements based on the results of a criminal background check or drug screening, or if the student is unable to obtain licensure.

Students in the program are obligated to notify the PTA Program Chair of any arrests, incidents and/or charges regardless of adjudication that occur after acceptance and during enrollment in the program. Failure to notify Program Chair within seven days shall be grounds for immediate dismissal from the program.

PTA Program faculty, administrators as well as any clinical site may also request a Criminal Background Check and/or Drug Screening on a student at any time during enrollment if warranted.

State laws generally permit a state licensing board or agency to deny a licensee or potential licensee to practice if the applicant is not of “good moral character”, has been convicted of a felony, has had multiple arrests, or other specified crime(s).

A student with an unsuccessful Level 2 Criminal Background Check or Drug Screen must contact the Florida Board directly as the student may not be eligible for licensure. It is the responsibility of the student to determine eligibility for licensing.
1.9 - Health Requirements

Once accepted to the PTA Program, all health requirements and immunization records must be completed and all health forms must be submitted prior to starting classes with the exception of TB, flu and Hepatitis B series 2 and 3.

This includes but not limited to:
- A recent physical examination, functional capacity exam and a record of immunization must be completed and forms signed by a Physician, Physician’s Assistant, or Nurse Practitioner.
- Student must meet all health, immunizations and functional capacity exam requirements, with no exceptions as this is required by most clinical sites.

1.10 - Health Status Change

It is the responsibility of the student to contact the Program Chair or ACCE if their health status changes while in the program. A change in health status may require a release statement from the physician verifying the student’s return to the program without any restrictions. These forms must be on file prior to resuming and PTA courses after any major event including but not limited to surgery, injury, accident or pregnancy.

1.11 - Pregnancy Policy

If a student chooses to declare her pregnancy, it must be done in writing. The declaration may be performed at any time during the pregnancy. If the student decides to declare her pregnancy, then she is required to meet with Program Chair and ACCE. Voluntarily declaring your pregnancy is the most prudent course of action. It provides maximum protection for the developing embryo/fetus.

Any information provided to the Program Chair and ACCE regarding pregnancy will be kept confidential. Consideration must be given to the student’s welfare during pregnancy as well as the policies of clinical sites to which she is assigned. Students returning to their clinical assignments following a leave of absence due to pregnancy or any other health related concern must provide documentation from their physicians stating they are able to resume their clinical duties “without restriction in class, labs and clinical settings.”
Chapter 2: Academic Standards and Guidelines

2.1 - Learning Strategies

Preparing for a health care career involves a different type of learning than traditional classroom education. The PTA Program involves practice in hands-on techniques, measurement and treatment procedures, problem solving, performance of interventions, and educating patients and/or caregivers.

Students are encouraged to continuously assess their own abilities, developmental needs, goals, and plan learning experiences to meet personal and professional goals. This is accomplished throughout the PTA Program by self-assessment, peer evaluation, and instructor feedback.

The courses in the PTA Program are designed to allow the student to apply theoretical knowledge to simulated patients in the laboratory setting and finally on actual patients in the clinical setting under the supervision of licensed clinical instructors. Strategies for continued success in the learning process include the following:

- Participate in all class, laboratory, and clinical sessions
- Study/complete all assignments
- Ask questions and ask for help when needed
- Take advantage of all optional activities
- Complete self-assessments of knowledge and skills
- Acknowledge and value peer evaluation and instructor feedback
- Practice skills identified as needing improvement
- Change lab partners regularly
- Be proactive in learning
- Always strive to be your personal best

2.2 - PTA Program Requirements and Conduct

The core faculty and administration have identified specific guidelines that should be followed by each student in order to successfully advance through the PTA Program. Student success depends on attention to responsibilities as outlined below:

- Be punctual and make every effort to attend all scheduled classes, labs, field trips and other meetings.
- All cell phones are to be turned off and out of site during class unless otherwise instructor by professor.
- Take responsibility to obtain any materials covered in a missed class or lab.
- Ensure reliable access to a computer.
- Be prepared to spend a minimum of nine hours per week preparing for each class (online assignments, reading assignments, in-service development, etc.). Refer to specific course syllabi.
• Review previously completed course content, as it will assist in understanding subsequent content due to the cumulative nature of the PTA Program.
• Successfully complete all assignments and requirements on time including any additional verifications of ability to meet requirements.
• Actively participate in all classes, simulated laboratories, open lab sessions, online discussion forums, etc. as required.
• Actively participate in remediation activities as detailed when necessary.
• Initiate additional learning experiences including study groups and review sessions with instructors as necessary.
• Demonstrate competency in specified areas of practice through successful completion of practical examinations and skill checks.
• Adhere to the Program requirements and professionalism guidelines, and the American Physical Therapy Association’s Code of Ethics, Standards of Ethical Conduct for the Physical Therapist Assistant, Guide for Conduct of the PTA and Standards of Practice for Physical Therapy. American Physical Therapy Association Core Ethics Documents

2.3 - Program Advancement

In order to successfully complete all of the requirements for the PTA Program, students must fulfill all of the following:

1. Complete all required PTA courses in the curriculum in the correct sequence.
2. Maintain an overall average GPA of 2.5 or above per session in the PTA Program.
3. Earn a minimum grade of C in all PHT prefix courses, as well as the 2.5 session GPA.
4. Demonstrate ongoing development of professional behaviors and competency in skills performed by an entry-level PTA. (This includes skills checks and Practical Exams)
5. Participate in faculty advisement sessions to review advancement towards graduation.
6. Exhibit conduct that exemplifies PTA Program and PT profession standards, Hodges University Student Conduct Policy, PT Code of Ethics, and the Florida Physical Therapy Practice Act
7. Maintain all of the following:
   a) Current certifications (CPR, AIDS, TB Tests, etc.) during the PTA Program.
   b) Health Insurance throughout the program after the first semester

2.4 – Unable to Advance

It is the intent of the University and PTA Program that each student succeeds in his/her academic endeavors. Course expectations and requirements are outlined in each syllabus. Core faculty is available to assist students in succeeding in the program. However, a student is unable to advance if the student:

1. Fails to complete all required coursework within the PTA curriculum in a logical sequence as required by the Program.
2. Fails to demonstrate competencies through skills checks and practical exams.
3. Fails to achieve the required grade point requirements.
4. Fails to demonstrate ongoing development of professional behaviors and competency in skills performed by a student PTA.
5. Fails to participate in faculty advisement sessions to review advancement towards graduation.
6. Fails to consistently adhere to safety standards and guidelines in class, lab, or clinical settings.
7. Fails to submit completed required forms indicating satisfactory health status and additional verifications required.
8. Fails to hold current certifications (CPR, AIDS, TB Tests, etc.) during the Program.
9. Participates in conduct that violates the policy and procedures and standards of the university, program, or PT profession.
10. Fails to successfully complete all clinical internship affiliations with passing grades and competency as per the CPI.
11. Fails to provide current health insurance

2.5 - Dismissal from the Program

The PTA Program reserves the right to discontinue a student's enrollment in the PTA Program if, in the judgment of the PTA faculty and/or administrators, the student does not possess the professional behavior or competencies necessary for success as a PTA. If this situation occurs and is contested by the student, a committee will be formed consisting of core faculty, an administrator, and a non-biased third party, such as a faculty member from another school within HU unrelated to the PTA Program. The committee will assess the situation and the student to make a determination accordingly in compliance with HU policy. Additionally, the following are conditions under which dismissal may occur without an advisory hearing:

1. Failure to maintain the required 2.5 overall session GPA in the PTA core program.
2. Receiving a final course grade of a D or below.
3. Failure to demonstrate appropriate progression in developing professional behaviors.
4. Failure to demonstrate appropriate competency skills in skills checks and practical exams.
5. Breach of academic honesty.
7. Failure to meet Individualized Retention/Remediation Plan criteria, if developed.
8. Repeated tardiness and/or frequent absences from class, laboratory, or clinic as per syllabi and institutional guidelines.
9. Failure to make up missed labs or assignments as per course syllabi.
10. Failure to satisfactorily meet the Performance Criteria as detailed in the Clinical Performance Instrument for any of the two (2) clinical internships.
11. Failure to comply with requirements and standards as detailed in the University and PTA Student Handbooks.
12. Fails to provide current health insurance.
2.6 - Reinstatement

A student who withdraws or who has been dismissed from the PTA Program (either passing or failing) has no guarantee of reinstatement into the next year’s cohort. Since the PTA Program is limited access, availability of space in the classroom and or clinical site placement it may determine whether reinstatement can occur. In addition, a student may only re-enter the program one time, for a total of two attempts.

To be considered for re-admittance, a student must reapply and pass all of the PTA Program requirements including the interview and essay process. Each situation will be handled on a case-by-case basis. The student will be considered with all other applicants for the new academic year; all admissions requirements apply. If a student fails or withdraws from one or more courses within the semester, the student is deemed to have completed his/her first attempt. If readmitted during the next application process, it will be deemed the second (and final) attempt. If a student is unsuccessful following re-entry (during the second attempt) he/she will be permanently dismissed from the PTA Program.

When a student re-enters the PTA Program and is auditing previously successfully completed courses through the CARES Program, he/she must participate in all course requirements detailed in the course syllabus. Grades will be awarded for the audited course; failure to demonstrate appropriate retention of course content as indicated by a "C" or an overall semester GPA of 2.5 based on course requirements will result in loss of the opportunity to continue in the PTA Program and the student will be dismissed. If retaking a previously failed course, a grade of C or higher must be achieved along with an overall semester GPA of 2.5. If retaking a clinical internship, the student will need to submit all required medical and clinical related paperwork as requested.

Any student failing to progress through the entire curriculum despite the two attempts permitted in order to complete the PTA Program successfully, will be referred to an Academic Advisor to assist in exploring other educational and career options.

2.7 – Remediation/Retention

It is the intent of the University and PTA Program that each student succeeds in his/her academic endeavors. Course expectations and requirements are outlined in each syllabus. Core faculty are available to assist students in succeeding in the program. Courses and labs are designed to provide students the opportunity to master content areas in which they are having difficulty as well as to provide a means by which the overall course grade may be improved. Grading policies and requirements are outlined in each course syllabus.

Any remediation is documented in the student’s electronic file under a Communication or Performance Improvement.
Chapter 3: Classroom and Laboratory Guidelines

3.1 - Competency Assessments

Throughout the PTA Program, the student’s performance of interventions and techniques presented in the classroom and laboratory will be assessed for competency. In lab courses, following demonstration of the skill by the lab instructor, the student practices the skill in several simulated patient intervention activities in the lab with peers. Instructors provide on-going feedback regarding performance. Therefore, there is continuous observation of the students' performances by the instructor to assess hands-on practice of the particular skill. Students are encouraged to seek feedback from the instructor. In addition, skill checks will be administered by the instructor on selected technical skills.

As safety is a key performance criterion, should a student compromise a simulated patient's and/or his/her own safety during the performance on any skill, the instructor will immediately terminate the practice of that skill and remediate the student in that procedure or activity by teaching, demonstrating and requiring demonstration and practice of the skill/activity by the student.

Once the student satisfactorily demonstrates a novice level of performance and understanding for the particular skill, he/she would be considered ready to complete the next level of assessment, which is the completion of a practical examination.

3.2 - Skills Check

As part of the process of determining competency prior to assignment to a clinical internship, and or practical exams, students must complete skills checks to assess their ability to perform certain interventions in several laboratory courses offered in the curriculum.

A skill check competency is required for specific skills designated in each course. The skill check is performed and reviewed by a peer prior to the instructor review. The instructor then reviews the skill and grades on a Pass/No-Pass basis. Each skill check must be successfully passed with an instructor prior to students being allowed to participate in a scheduled Lab Practical Examination. If a student fails to pass a skill check, the student will be required to practice the skill and retake the skill check. Students will be allowed a maximum of three attempts to pass each skills check competency with an instructor. If the student does not pass on the third attempt, the student will be unable to pass the course which will result in academic dismissal from the PTA program.

3.3 - Practical Examination

3.3.1 – Practical Exam Guidelines

In order to determine competency prior to assignment to a clinical internship, students must complete practical examinations to assess their ability to perform certain interventions in several laboratory courses offered in the curriculum. Practical exams are formal tests of student competency and may involve performing a complete treatment session. The practical examinations may be conducted throughout the course or at the end of a given laboratory course. The practical exams may be scheduled during or outside of regular lab hours. Lab instructors
will inform students of criteria for the practical exam grading via Canvas. Practical examinations are scored with a specific rubric for with the score calculated into the final course grade. Students must pass all practical examinations with a grade of 70% or higher in order to successfully pass the associated course and continue in the program, as well as 70% or higher in each critical element section. If the student scores below a total grade of 70% the student will have to repeat the entire practical within one week of due date. If the student scores below a 70% in any critical element section, the student will have to repeat that section or sections of the practical within one week from due date. Critical element sections are noted on each rubric and will follow the grading for re-take of practical exams.

Practical technical skills are important to success in a clinical setting. Courses are designed to allow for practice and assessment of skills. If a student fails a practical exam either due to safety or competency issues, he/she will be afforded time to practice the skills in need of remediation with the guidance of the instructor if needed, and will re-take the practical exam within a week’s time. A maximum of two attempts are permitted per practical per course; however, the student is limited to re-take three practical exams per session regardless of the course.

If a student fails the same practical exam after two attempts, he/she will fail the exam and the course and will be dismissed from the PTA program. If the student fails more than three practical exams per session, regardless of the course, the student will be dismissed from the PTA Program. The student is only allowed to re-take three practical exams per session.

Instructors may hold review and practice sessions, or open lab time during or outside of scheduled course times. It is each student's individual responsibility to take the initiative to participate in activities detailed by the instructor and strive for competency in required areas and skills.

3.3.2 - Practical Exam Re-Take Guidelines

Attempt One: 100% of total points can be achieved, if the first attempt is performed correctly with NO verbal cueing from instructor. If at any time a student does not comply with the safety requirements outlined on the practical exam rubric, the practical exam will be stopped and the student will fail the practical.

If a student fails the first trial, the instructor will identify deficiencies and discuss them with the student. The student will be allowed to practice and re-take the exam within one week of the initial exam as scheduled by the instructor.

Attempt Two: 70% of total points can be achieved if the final retake attempt is performed correctly with NO additional cueing from the instructor.

Attempt Two failed: Student will receive zero (0) points and a failing grade on the practical exam and will be unable to pass the course, which will result in academic dismissal from the PTA Program. Students may not take a practical exam more than two times or retake more than 3 practical exams per session.

Students may be videotaped as a strategy to improve self-assessment. Self-assessment and peer review/feedback may be used to evaluate and improve performance. Competency assessments and
practical examinations, used to assess application of knowledge and skills with a simulated patient, require that the student arrive for the scheduled assessment in the appropriate attire for their role as clinician, simulated patient, or videographer.

While in the role of the simulated patient, the student is expected to portray the role of the patient as accurately as possible without over-dramatizing the condition. Additionally, the simulated patient is to respond in a manner consistent with a patient offering no guiding comments, repositioning, or other actions/facial expressions that could be considered attempts to aid the simulated clinician being assessed. Should it be determined by the instructor that a student while in the role of the simulated patient did lead or assist in anyway, this may be considered cheating and the score of the simulated patient may be impacted. If feedback is provided immediately following an assessment, the student is expected to respond in an appropriate manner using professional behavior.

For practical examinations, the student is expected to leave the testing area immediately following any necessary clean up. In accordance with academic honesty and integrity, the student should not:

- Discuss the case with any other student.
- Discuss any interventions performed.
- Divulge where points may have been deducted.
- Offer any tips on how to complete the practical to students waiting to be assessed.

3.4 - Classroom and Lab Attendance

It is very important that students in the PTA program attend all classes and labs as there is an abundance of information exchanged. If a PTA student misses more than two days of class in an 8-week course or three days of class in a 16-week course without significant documentation of a major trauma, accident or illness to the student or at the discretion of the Program Chair, the student will be placed on a performance improvement plan and may be dismissed from the program if plan is not maintained.

First offense being late for a quiz or exam-- If a student arrives more than five minutes late for a quiz or exam for the first time may have 10 points deducted from the quiz or exam and will only have the original time allotment for the quiz or exam. This is at the discretion of the professor teaching the course.

More than one offense--If a student arrives late more than once he or she may receive a zero on the quiz or exam unless it was due to a major trauma, accident, or illness to the student. This is at the discretion of the professor teaching the course. Students arriving more than fifteen (15) minutes late for class or leaving more than fifteen (15) early and or missing more than 1 hour of class time will be considered absent for the whole day.

3.5 - Laboratory Safety and Guidelines

These guidelines are intended for students or non-students when participating in practice or as subjects/ patient- simulators during laboratory and clinical practice. Activities may include exercise, treatment, modality use, transfers, and other treatment interventions, as well as videotaping, audiotaping, or photographing of individuals for instructional purposes.
3.5.1 - Informed Consent

- Each PTA student will be required to sign an informed consent form on or before the first day of the initial lab class. Signed informed consent forms will remain active throughout the student’s enrollment in the PTA Program or until otherwise revoked.
- All other persons volunteering to participate as a patient-simulator in lab will be required to sign the informed consent in advance of the lab session. This consent will be valid throughout the term of the course in which the individual is volunteering.
- Signed forms will be maintained by the course instructor in a locked file cabinet.

3.5.2 Lab Attire

- Laboratory attire is required for all classes and skill demonstration in which the student will play the role of a simulated PTA or patient. Lab clothes must be kept clean.
- Appropriate lab dress for men includes sports shorts and t-shirts. Women will wear sports shorts, a t-shirt, and a sports bra, or halter top
- Fake or acrylic fingernail are not permitted in the program and nails need to be cut down to the tip of the fingers.
- Hair should be pulled back in a ponytail or clip during labs.
- Physical therapy type clothing, closed-toed shoes, and undergarments must be worn at all times.
- T-shirts should not be offensive or disruptive to the class or may display the Hodges University or PT/PTA related logo.

3.5.3 Lab Safety

- No unsupervised use of laboratory space unless at the discretion of faculty.
- No horseplay tolerated
- No inappropriate use of equipment or supplies.
- PTA program faculty as well as students are responsible to ensure safe operation of equipment by doing the following:
  1. Visually inspect equipment for damage and current inspection sticker or tag (some equipment may not require a tag or sticker).
  2. Pre-check equipment prior to use.
  3. If a sticker is not current, inform lab instructor or Program Chair or ACCE. Do not use the equipment!
- When a piece of equipment fails or malfunctions:
  1. Attend to the immediate needs of the subject.
  2. Report the incident to the lab instructor and/or Program Chair.
  3. Assist lab instructor in filling out an incident or equipment report.
  4. Remove the equipment from the area and label it as —"out of service".
  5. The Program Chair will contact the company or maintenance to attend to the equipment.

3.5.4 - Laboratory Usage
The use of PTA equipment is restricted to the PTA Program faculty and the students enrolled in the PTA Program. Use of equipment by other Health Sciences students is prohibited and may result in disciplinary action.

1. PTA students have access to the lab during specific course hours and open labs times. Students must not be in the lab during open lab time without faculty approval.
2. Students are expected to conduct themselves as though they are in the clinical setting. Inappropriately loud talking or joking, use of foul language, or other disruptive behavior will cause the student to be dismissed from the lab session and will result in a disciplinary action.
3. It is advised that the student utilize open lab time as often as possible.
4. PTA students are to act as partners for one another during open lab time.

At all times, students will conduct themselves as they would in the clinical site. All participants shall be treated with the same respect and courtesy as patients in the clinical setting.
Chapter 4: Clinical Education Guidelines

4.1 - Clinical Internship General Information

The clinical education component of the program includes two full time clinical experiences that provide students with appropriate role modeling and an opportunity to interact with individuals with impairments common to the clinical setting. The clinical affiliations are coordinated with the goal to provide the student with the opportunity to apply new skills at various levels of attainment, as well as ensure adequate didactic education prior to clinical education. The ACCE is responsible for assuring each student has the required experiences appropriate to the level of education. The integrated internship begins in the second session of core coursework in which the student has completed coursework which includes Anatomy and Physiology, Kinesiology, Principles and Procedure for the PTA, Musculoskeletal Disorders and Pathology, Modalities, Therex I (Orthopedics and Balance treatment) Neurological Pathology. The second and final integrated internship is in the last session of the program. Students have completed all the above coursework and Clinical I plus Therex II (Neurological treatments), PTA Seminar (Laws, rules, professionalism etc.) as well as PTA Capstone. The clinical experiences will include varying opportunities including, but not limited to pediatrics, acute care, inpatient rehab, skilled nursing facility, home health and outpatient experiences. The students will complete two full time clinical internships in two varying opportunity settings and/or clinical specialties. The ACCE will contact and visit sites to ensure proper experiences.

4.2 - Curriculum Timeline

Students must complete general education and prerequisite courses prior to admittance to the PTA Program. The student must have successful completion of all required coursework and competency in preparation for internship. The experiences are completed during the final weeks of the second and third sessions in the PTA curriculum. The first clinical internship is a minimum of 7 weeks and 280 hours. The second/final clinical internship is a minimum of 8 weeks and 320hrs, for total of a minimum of 15 weeks and 600 hours. Students are expected to meet progressively higher and more complex objectives as they progress through each clinical internship experience. These expectations and objectives are specified in the Clinical Performance Instrument (CPI) and in individual course syllabi for Clinical Internship I – PHT2800 and Clinical Internship II PHT2810. It is important to note that the Clinical Experiences are full time and must be attended as per clinical course syllabi. Any hours missed or changes in the schedule must be discussed with the ACCE and made up.

4.3 - Acquisition of Clinical Education Experiences and Clinical Site Selection

Clinical education sites for full-time clinical experiences are selected based on a wide variety of criteria. A licensed Physical Therapist or Physical Therapist Assistant must be available for on-site supervision. The types of experiences the site can provide, the willingness of the site personnel to work with students, the site’s past experiences, qualifications of the Clinical Instructor (CI), and location are all taken into consideration when choosing a clinical site. The ACCE can also consult with other local ACCEs to learn more about unfamiliar clinical sites. The Program will maintain a list of current clinical sites that consistently meet or exceed CAPTE standards for clinical education. The list will be reviewed at least yearly by the ACCE/Program Chair prior to the Faculty
Retreat/Assessment Meeting. Adjustments, additions and/or deletions will be made at this time. The Program Chair and/or ACCE may choose not to participate with a clinical education site if the site no longer meets the needs.

4.4 - Assignment of Students to Clinical Sites

The process of clinical internship placement is thoroughly discussed with all students as part of the Clinical Internship orientation meetings prior to each clinical internship in order to review policies, procedures, process, requirements, and expectations. One-on-one meetings will also be set-up with each student when needed to provide opportunities for individualized guidance related to this process.

Students are assigned to clinical facilities by the ACCE and the Program Chair. The student will not choose their clinical affiliation and the clinical affiliation may change at any time.

The ACCE has the discretion to revise clinical assignments to assure the student meets the educational objectives or if reasonable accommodations need to be made.

4.5 - General Requirements Prior to Clinical Internship

4.5.1 - Student Level of Performance

Prior to participating in clinical education experiences, students must pass all required coursework and competencies as outlined in the University Catalog. Students will not be permitted to attend an internship if they have not completed all required coursework. Additionally, students who do not successfully complete all required coursework and experiences will not be permitted to continue in the PTA Program. Students will be assessed for safety and competency throughout the curriculum and prior to experiences via quizzes, tests, practical exams, skill checks, observation and assignments.

Students must successfully complete the following courses at the time of their first full-time Clinical Internship I (PHT 2800):

PTA Core Technical Component:
- PHT 1200C Principles and Procedures w/ Lab
- PHT 1120C Kinesiology/Anatomy for the PTA w/ Lab
- PHT 1132C Musculoskeletal Disorders/Pathology w/ Lab
- PHT 2162C Neurological Disorders w/ Lab
- PHT 2211C Modalities w/ Lab
- PHT 2220C Therapeutic Exercise I w/ Lab

In addition to the above courses, PTA students must successfully complete the following courses prior to their second full-time Clinical Internship II (PTA 2810):
PTA Core Technical Component:
- PHT 2800 Clinical Internship I
- PHT 2221C Therapeutic Exercise II w/ Lab
- PHT 2931 PTA Seminar
- PHT 2951C PTA Capstone w/ Lab

4.5.2 - Safety

Students must be deemed safe prior to entering a clinical environment or internship. Critical safety concepts are assessed in class during skill checks, quizzes, tests, and practical exam. If a student does not adhere to safety standards during a practical exam, the exam will be stopped and the student will have to re-take at another time. See Practical Grading section of this handbook.

At minimum, students must understand and exhibit these behaviors to ensure proper safety in a clinical environment:
- Identify the need for and take action when safety of patient or self may be at risk or has been compromised.
- Utilize risk management strategies (i.e. universal precautions, body mechanics, patient guarding).
- Never be under the influence of non-prescribed drugs, alcohol, or prescribed drugs that limit your ability to care for patients.

Students who are seriously injured, ill or become pregnant prior to, or during clinical internship must see their physician for a medical release to participate in the clinical experience.

The student assumes all risks of clinical education participation and must be aware that their injury, illness and or pregnancy may interfere with finishing their affiliation and, therefore, not fulfilling the hourly requirement. It is the student’s responsibility to set forth a plan of action to fulfill the requirements of the program. The plan must be approved by all parties involved including the ACCE and Program Chair. If the requirements are not met, the student may not graduate with their cohort. All requirements must be met in order to graduate.

4.5.3 - Medical Requirements and Documents

Since students will have direct contact with patients/clients and other healthcare workers in affiliated health care facilities, they are expected to have and maintain a satisfactory level of health, which includes freedom from chemical dependency and communicable diseases. Also, in accordance with the Functional Capacity Requirements of the PTA Program, students must demonstrate the physical capability to perform procedures safely, competently, and without potential endangerment to themselves, the clinical staff, patients/clients, and other healthcare providers.

Upon admission into the PTA Program, students must provide a completed Medical History and Physical Examination Form from their physician detailing current health status as well as past medical history and required immunizations and or titer results to serve as documentation of current health status.
Students who request special accommodations based upon a disability and students who have a change in their medical status during their enrollment in the PTA Program will be required to provide a new Medical History and Physical Examination Update Form in addition to a Physician's Verification of Functional Capacity Requirements Form prior to clinical site placement. Changes in medical status may include, but are not limited to, pregnancy, diagnosis of new condition, or progression of existing condition. In addition to information about the student's current general health, these forms provide verification that the student is able to carry out the tasks required for his/her chosen career such as standing for long periods, manual dexterity, bending, lifting etc.

Students are responsible for the cost of the physical examination and any required immunizations. Students may see a doctor (MD or DO), a nurse practitioner (ARNP), or a physician assistant (PA) for the physician examination. Students may be responsible for any other immunizations or requirements by the clinical site.

4.5.4 - Annual Tuberculosis (TB) Screening

Students are required to have TB screening annually. It is the student's responsibility to ensure testing is completed annually and to submit written documentation of result from the physician's office to the ACCE. Students should retain a copy of the results in their portfolio.

If the student's proof of an annual TB test is not current, he/she will be unable to attend the scheduled internship until it has been made current. Students are responsible for any cost incurred with the Tuberculosis testing and physical examination.

If the student has documentation of a positive TB test and is found to be without symptoms, the student is required to submit proof of clear chest X-ray. The ACCE will establish submission deadlines for medical documentation. Falsification on the required forms may result in dismissal from the PTA Program.

Students will not be allowed to progress in the curriculum if the information is not complete and on file with the ACCE by the published deadline. Exceptions to the deadline may be made on a case-by-case basis; however, the student will not be allowed to attend the first clinical internship until all required information is complete and on file.

If the student is pregnant when the current TB test expires, the updated TB test will be waived until after the student's pregnancy or once approved by her physician.

4.5.5 - Health and Liability Insurance

Basic health insurance is required during the clinical internships in the program. A copy of the health insurance policy or card will be submitted to the ACCE during the first session. Students who fail to meet this requirement may not be placed in a clinical site as most clinical sites requires health insurance. A student who fails to be placed in a clinical site due to these requirements will not be able to advance in the program and, therefore, dismissed from the program.

The PTA Program requires that all students carry personal health/medical insurance throughout the internships due to the inherent risk of exposure to disease and injury related to physical therapy as
well as most clinical sites requiring health insurance. The profession has been defined as having certain occupational health risks.

The University provides liability insurance for attending clinical internships. A student may wish to purchase additional liability insurance. The cost of additional individual liability insurance is the responsibility of the student and may be purchased through the American Physical Therapy Association (APTA) at a reduced student rate, at [American Physical Therapy Association](https://www.apta.org).

Several affiliation sites provide free initial first aid emergency care for students injured while performing patient care services at their facilities. However, any first aid treatment that is rendered during clinical affiliation must be paid for by the student. If further treatment or admission to a hospital is required, it is always at the student's expense. Neither the hospital nor Hodges University provides health care coverage of any kind for the student's treatment.

### 4.5.6 - Materials/Supplies

Students will be expected to purchase two required Hodges PTA polo shirts to be worn with name tags at all time during their clinical experiences. Students are expected to identify themselves as a “Student Physical Therapist Assistant”, and gain consent from the patient prior to any treatment.

Students and CIs will use the Web Based CPI (Clinical Performance Instrument). The Web Based CPI is highly encouraged. If the CI does have the mean to use the Web Based CPI the students can supply the CI, upon request, with a paper copy. The paper forms would be turned into the ACCE at midterm and final evaluations.

The student will also bring a copy of the Clinical Internship Course Syllabus and a list of skills taught within the PTA Program to the clinical site. This is to be shared with the CI on the first day of the internship. The students will share with the CIs their Student Pre-Self-Assessment Form, and Bi-weekly Strength and Weaknesses Form in their first week.

### 4.5.7 - Clinical Internship Orientation Meetings

The ACCE prior to each clinical internship will facilitate meetings orienting the students to the Clinical Internship course prior to the internships. The sessions will focus on general information related to the mission and of clinical education, review of criteria required in order to participate in clinical experiences and an introduction to documentation which will need to be updated regularly in the student’s portfolio. Session will focus on reviewing specific behavioral expectations with the introduction of the Values-Based Behaviors for the Physical Therapist Assistant Self-Assessment Tool. Students will be provided with a timeline of required communication during their clinical internship and a thorough review of assignments and grading criteria, including the use of the CPI will be provided.

### 4.6 - Site Visits/Midterm Conference

During Clinical Internship the ACCE will contact each clinical site either by phone and/or email during the first week of the clinical internship and throughout the clinical internship as necessary. At midterm, the ACCE will hold a midterm conference visit either by phone or on site to assess the
student’s progress and allow the student and Clinical Instructor to share any areas of concerns needing to be addressed the second half of the clinical internship. The ACCE may conduct scheduled or unannounced visits at any time. The clinical site may also contact the ACCE to discuss the student progress or schedule on onsite visit at any time. The ACCE or the CI may request at any time an actual site visit throughout the clinical internship.

4.7 - Grading Criteria for Clinical Internship

The Hodges University Physical Therapist Assistant Program has specific requirements for evaluating student performance throughout the student’s clinical experience utilizing the University grading guidelines and the Clinical Performance Instrument (CPI). The ACCE will provide the CI with the evaluative tools and directions for preferred performance evaluation criteria. CI input is essential in determining the appropriate grade for the student. The CPI is an outcome-based tool that consists of a series of 14 performance criteria, with rating scale anchors for each criterion. Five performance dimensions are also included to more consistently describe the quality of the student performance Sample behaviors are included for each criterion to assist the CI to determine which behaviors are essential within the particular clinical setting for the student to build skills as a physical therapist assistant student. The student completes a self-assessment CPI and the Clinical Instructor completes an evaluative assessment of the student’s clinical performance. Each is completed at mid-term and at the end of the clinical experience. During the assessment of the student’s clinical performance, each performance criterion is rated on the CPI. Comments are required for certain circumstances including performance below expectation or performance with distinction, however, comments are encouraged for each rating.

The “summative comments” section provides an opportunity for the Clinical Instructor to give the student feedback related to areas of strength, areas needing improvement, and any other areas of relevance. The student will be expected to complete additional coursework during his/her clinical internship and the scoring for this work will be part of the overall “clinical internship final grade”. In order to receive a passing grade in any clinical internship, the student must meet ALL of the requirements of the internship which includes the rating received on the CPI as well as submission of necessary related assignments as requested by the ACCE.

Students are required to regularly refer to individual course syllabi for due dates and grading information. If all of the requirements (assignments, paperwork, etc.) are not submitted by deadlines, students who are performing well at their clinical sites by receiving the appropriate rating on the CPI may fail the internship.

4.8 - Grading Policies for Clinical Education

Final grades in PHT2800 and PTA2810 will be a combination of the reported performance on the CPI as well as grades from other learning experiences and assignments outlined in the course syllabi. The ACCE is responsible for determining a final grade for each clinical experience whether or not the performance level is met by the student in accordance to expectations set forth in PTA2800 and PTA2810 courses. A grading rubric used for the CPI is given to the students prior to clinical internship at the Clinical Internship Orientation meeting.

The clinical internship portion of the class is graded and assessed on the student’s performance by completion of the APTA PTA CPI by the clinical instructor and course grading criteria in syllabus.
Students are also graded on other assignments during the affiliation including written assignments, in-services, participation in discussion boards, completion of forms and surveys, and development of a portfolio. The ACCE is responsible to assign a grade for the clinical affiliation and will use the Clinical Education Grading Rubric for the CPI in addition to scores on other assignments. If the student fails their clinical internship, they may be required to participate in another clinical experience or dismissed from the program.

At the conclusion of a clinical experience, grading decisions made by the ACCE/DCE, may also consider:

- Student’s behavior in the clinical setting
- Clinical setting
- Relative weighting or importance of each performance criterion
- Expectations for the clinical experience
- Expectations of the clinical site
- Progression of performance from mid-experience to final evaluations
- Level of experience within the didactic and clinical components
- Whether or not “significant concerns” box or “with distinction” box was checked
- Congruence between the CI’s narrative mid-experience and final comments related to the five performance dimensions and the ratings provided
- Additional assignments (e.g. journal, in-service education provided)
- Site visit information
- Prior performance on skill checks and practical exams

4.9 Dismissal from a Clinical Site

The PTA Program reserves the right to discontinue a student's enrollment in the PTA Program if, in the judgment of the PTA faculty and/or administrators, the student does not possess the competencies required and or professional behavior necessary for success as a PTA.

- The student will be notified of the potential for dismissal from the clinical facility when he or she is failing.
- Notification of impending dismissal does not have to wait until midterm; it can be extended at any time the student is in jeopardy of being dismissed.
- A Performance Improvement Plan may be instituted to avoid dismissal if possible.
- A written Performance Improvement Plan must include expectations of the ACCE, CI and student with time frames for the student to remain at the site.
- If the terms of the plan are not met in the specified time, the internship will be terminated and the student may be dismissed from the program.

4.10 Responsibilities of Parties Involved in Clinical Education

4.10.1 - Responsibilities of the Hodges University PTA Program

- Assume responsibility for continuing compliance with the educational standards of the appropriate accreditation and licensing bodies.
- Designate a member of the faculty to serve as Academic Coordinator of Clinical Education to communicate with the Facility on all items pertinent to the fieldwork or internship program.
- Notify the facility about the planned schedule of student assignment, level of academic preparation, length and dates of internship assignments.
- Refer to the facility only those students who have completed the prerequisite didactic portion of the curriculum applicable to the Facility.
- Inform the student of any special requirements of the facility for acceptance, uniform requirements if applicable and the necessity to conform to the standards, practices, policies and procedures of the Facility.
- Maintain patient confidentiality as required by all federal, state, and other applicable laws and regulations.
- Obtain and maintain at the University’s own expense during the term of this Agreement, and any renewal hereof, a comprehensive liability policy including professional liability insuring the University against any and all claims for personal and bodily injury or death and property damage resulting from the performance of services by the University, its employees and students participating in the clinical training program on the Facility premises. Such insurance shall be in the amount of not less than $1,000,000 per incident and $3,000,000 in the aggregate. University shall give immediate notice to Facility if any changes or lapse in policy should occur.
- Student must have a current medical insurance policy and be certified in CPR and HIV/AIDS.
- Obtain and maintain evidence that each student is in good general health, as determined by a physical examination, and the student is free from health impairment which is a potential risk to a patient or might interfere with the performance of his/her duties, or any other condition which would interfere with the ability to satisfy the requirement(s) of this Agreement and/or potentially create a risk to the health and safety of the Facility, its patients, staff, visitors, and other Affiliates and the student, him/herself.
- Obtain and maintain evidence that each student has received
  1. Vaccination for Rubella consistent with good medical practice, or a Rubella screening blood test and documentation of the results of that test, including serologic evidence of immunity;
  2. Vaccination for measles (rubella) or evidence of immunity to measles for those students born in 1957 or later,
  3. Hepatitis B series vaccination or written declination
  4. PPD (Mantoux) skin test for tuberculosis prior to participation in the clinical internship program or a negative chest x ray if positive skin check. The University reserves the right to terminate students from the affiliation when the learning experience does not meet the objectives of the University or inappropriate supervision and mentorship is provided.
  5. Flu shot prior to second clinical
  6. Any other health reports or vaccination required by clinical site
4.10.2 - Responsibilities of the Academic Coordinator of Clinical Education

The ACCE is responsible for managing and coordinating the efforts of the clinical education component of the PTA Program, including managing clinical education experiences, academic instruction and student performance to include:

- Facilitating quality learning experiences for students during clinical education, including academic and didactic information and material.
- Evaluating students' performance, in cooperation with other faculty, to determine their ability to integrate didactic and clinical learning experiences and to progress within the curriculum.
- Educating students, clinical and academic faculty about clinical education.
- Selecting clinical learning environments that demonstrate characteristics of sound patient/client management, ethical and professional behavior, and currency with physical therapy practice.
- Maximizing available resources for the clinical education program.
- Providing documented records and assessment of the clinical education component (includes clinical education sites, clinical educators, etc.).
- Actively engaging core faculty clinical education planning, implementation, and assessment.
- Assigning final internship course grades according to syllabi and university guidelines.

The ACCE is also responsible for communication between Hodges University and Affiliated Clinical Education Sites to include:

- Communicates information (e.g., curriculum, clinical education objectives, staffing changes, and site availability) among all concerned stakeholders (e.g., the academic institution, clinical education sites, clinical faculty and students) to maintain current knowledge of the educational program, the clinical education site, and health care changes affecting clinical practice and education.

- Provides ongoing communication with clinical educators at each clinical education site to include:
  - Philosophy of the academic program.
  - Academic program curriculum and specific syllabus and learning objectives for each clinical experience and behavioral expectations that may not be addressed by learning objectives.
  - Policy and procedures of the academic program pertaining to clinical education.
  - Current materials required for accreditation.
  - Clinical education contractual agreement negotiated and maintained between the academic program and each clinical education site.
  - Dissemination of appropriate student and related information (e.g., liability/malpractice insurance, state/federal laws and regulations such as ADA).
  - Collection of information about clinical education sites for use by students in their selection of or assignment to clinical education sites.
  - Provision of dates for each clinical education experience.
• Academic program requests from clinical education sites regarding the number and type of available student clinical placements.
• Coordinating student assignments (consideration might be given to items such as patient variety, health care settings and size, types of learning experiences, clinical site and student expectations, strengths/limitations of clinical experiences).
• Clinical faculty development opportunities including educational seminars and faculty availability as a resource in their areas of expertise.
• Maintenance and distribution of the Clinical Education Handbook.

• Communicates and oversees communication with Center Coordinators of Clinical Education (CCCEs), Clinical Supervisors and students to monitor progress and assess student performance. Provides guidance and support as required to problem solve and discuss pertinent issues with student(s), and/or CCCEs.

• Places, supervises, and communicates with students while on clinical experiences. Responsibilities associated with these roles include, but are not limited to:
  • Informing students of clinical education policies and procedures.
  • Supplying relevant clinical education site information to facilitate students' selection of assignment to clinical education sites (e.g., learning experiences, clinical site prerequisites, housing availability).
  • Providing a process for students to assess their performance and satisfaction.
  • Preparing clinical rotation assignment schedules and coordinating information dissemination to clinical education sites.
  • Assisting with educational planning, behavior/performance modification, remedial education, referral to student support agencies (financial aid counseling as required).
  • Arranging for periodic and or impromptu visits/communication to students, clinical education sites and clinical faculty as needed to problem solve, support, and discuss pertinent issues with student(s), CIs, and/or CCCEs.

• Evaluates each clinical education site through student feedback, on-site visits, and ongoing communications and routinely shares this information with academic and clinical faculties. Provides feedback to clinical educators concerning their effectiveness in delivering clinical learning experiences based on student feedback and through direct observations.


4.10.3 - Responsibilities of the Student

The student will demonstrate individual accountability, which will include:
• Promoting a positive learning environment.
• Informing the instructor and ACCE whenever an unavoidable absence or lateness may occur.
• Refraining from beeper or cell phone use while in classes or during clinical internship.
• Assuming personal responsibility for appropriate behavior.
• Maintaining high standards of personal hygiene.
• Arriving organized and equipped for clinical internship.
- Attending all required meetings/activities of clinical site staff as directed by Clinical Instructor.
- Avoiding food or drinks in patient care areas.
- Arriving on time for all clinical education related activities.
- Dressing in the assigned clinical uniform and wearing proper identification as “Student Physical Therapist Assistant”.
- Conducting self as a positive representative of Hodges University.

The student will demonstrate lifelong learning and self-assessment by:
- Being motivated to learn and take appropriate initiative to enhance the learning experiences.
- Executing self-assessment to develop increased performance on a regular basis (values based behaviors).
- Committing to the knowledge and mastery of skills, attitudes, and principles of the chosen profession.
- Recognizing the threshold of own abilities; identifying the necessity for supplementary practice when insufficiencies are displayed.

The student will exemplify professionalism by:
- Communicating in an appropriate manner at all times, abstaining from the use of inappropriate language and/or gestures.
- Discussing difficult matters with sensitivity and objectivity.
- Demonstrating good judgment in negotiating differences that may occur.
- Preserving confidentiality in all interactions.
- Committing to honesty in all interactions.
- Exhibiting a respectful attitude.
- Showing respect for the patient/client’s dignity, privacy, and cultural values.
- Abiding by HIPAA regulations pertaining to confidentiality in all patient/client interactions.
- Demonstrating compassion, emotional support, and empathy at all times without projecting one’s own viewpoints or values.
- Accepting constructive feedback in a positive manner.

4.10.4 - Responsibilities of the Center Coordinator of Clinical Education (CCCE)

The individual should be experienced in clinical education, have an interest in students, possess good communication and interpersonal skills, be knowledgeable of the clinic center and its resources, and serve as a consultant in the evaluative process. Duties may include but not limited to:

- Plan and implement the clinical education program collaborating with all physical therapy staff with the CCCE serving as the key contact person with academic physical therapist assistant programs.
- Update written information within the clinical center and provide current information to academic programs.
- Review and revise the clinical education program as changes in objectives, programs, and staff occur.
• Evaluate the ability of individuals to perform Clinical Instructors responsibilities in the clinic setting.
• Provide education and training for Clinical Supervisors.
• Direct and delegate clinical supervision of students.
• Provide a comprehensive orientation to the student on the first day of the experience.
• Demonstrate effective supervisory skills.
• Demonstrate effective administrative and managerial skills.

4.10.5 - Responsibilities of the Clinical Instructors (CI)

Physical Therapist/Physical Therapist Assistant willing to be involved in the education and supervision of individuals pursuing a career in the physical therapy profession. Guidelines include:

• Possess a current PT/PTA license as required by the Physical Therapy Practice Act in the State of Florida.
• Practice for a minimum of 1 year.
• Be interested in developing knowledge and skills to provide clinical teaching.
• Possess the ability to plan, conduct and evaluate a clinical education experience based on sound educational principles.
• Possess the ability to develop written objectives for a variety of learning experiences, organize activities to accomplish these objectives, and effectively supervise students to facilitate learning and clinical reasoning.
• Demonstrate professional skills acting as a role model for students.
• Demonstrate effective communication skills.
• Demonstrate effective skills in interpersonal relationships.
• Communicate in a timely manner with the CCCE and ACCE as needed.
• Seek assistance/resources as needed to manage issues of clinical education, which would be in the best interest of the student.
• Participate in a multifaceted process for evaluation of the clinical education program.
• Work collaboratively with the Physical Therapist to supervise the physical therapist assistant students (in the case of the Physical Therapist Assistant serving as CI). The institution will prepare the students for clinical education; the clinical facility will ensure a safe, appropriate learning environment for the student.

4.11 - Supervision Guidelines during Clinical Experiences

The PTA student may be supervised by a PT, PTA, or PT/PTA team. The CI may supervise more than one student. If the primary CI is a PTA, the ACCE will discuss interaction between the supervising PT and PTA with the student to ensure appropriate communication and supervision levels are adopted in the clinical setting.

The APTA has identified “direct supervision” as the level required for supervision of PTA students. According to the position statement on levels of supervision, the APTA expects that the CI is physically present and immediately available when supervising a PTA student. A PTA student should never be without proper supervision as outlined by either one or all of those guidelines.
PTA students and Clinical Instructors must follow state laws governing supervision in a physical therapy setting as outlined in state practice act where the clinical experience is taking place.

The student is an unlicensed person who shall, at all times, function under the on-site supervision of a physical therapist or a physical therapist assistant (PTA students only) with supervision by the physical therapist (Chapter 64B17 - 6.001).

Students, as unlicensed personnel, may document tasks and activities of patient care during the patient treatment (Chapter 64B17 - 6.007). Any patient has a right to refuse treatment from a student during a clinical affiliation. If a patient prefers not to be treated by a student, the student and CI should discuss this and make alternate arrangements for the student to gain knowledge and experience with that type of patient.
*Adopted from the Ohio Physical Therapist Assistant Educators Consortium: “Laws, Rules and Regulations Governing Supervision of Physical Therapy Students in the state of Ohio”

4.12 - Safety for Off-Campus Educational Experiences

Hodges University Physical Therapist Assistant students are expected to provide patient treatment procedures in a safe, ethical and legal manner. Any procedure that a student feels unprepared to provide or deems contraindicated should be discussed with his/her CI prior to implementation. Students are to utilize good body mechanics and request assistance as indicated by treatment procedures. Given the “hands-on” nature of the delivery of physical therapy services, it is acknowledged that incidents and/or accidents may occur which could result in injury to the patient and/or student. Students are expected to adhere to all safety and precautionary guidelines learned in class and lab, in addition to the guidelines in this handbook as well as the PTA and HU Student Handbooks. Failure to practice safety guidelines consistently will result in course failure and dismissal from the PTA Program.

Students must be consistently able to:
- Identify the need for and take action when safety of patient or self may be at risk or has been compromised.
- Utilize risk management strategies (e.g. universal precautions, good body mechanics, patient guarding).
- Function under the supervision of the Clinical Supervisors and ultimately a licensed PT.
- Adhere to all rules, regulations, policies and procedures of the clinical facility, PTA Program and Physical Therapy profession.

Safety policies are reviewed with all students throughout the PTA curriculum and are emphasized and assessed through skill checks, practical exams, in lab classes, in annual safety/infection control training, and in annual recertification of adult, infant, and child CPR.

4.13 - Dress Code/Uniforms

A professional appearance is essential while enrolled in the PTA Program. The required uniform for clinical experiences for all students is a polo shirt with the Hodges University logo and khaki-style
pants (similar to Dockers) or any solid pants in neutral or other color. The following guidelines must be adhered to:

- **Student Identification:** A photo identification badge MUST be worn at all times. The student's ID badge (obtained during the initial registration with HU) will be used for this purpose. The identification should be pinned at the collar on the left side of the HU polo.

- **Polo Shirt:** The polo is an official, embroidered HU shirt, which can only be purchased through the PTA Program. Students must purchase the polo shirts during the first session of the PTA Program. If a purchase is necessary after that time, students must make individual arrangements by contacting the PTA ACCE directly. It is recommended that all students purchase at least two (2) polo’s in order to maintain a fresh, professional appearance.

- **Pants:** Pants are to be neatly pressed. Khaki-style uniform pants:
  - Cannot be faded or stained.
  - Cannot be sweatpants, cargo pants, leggings, yoga pants, or scrub pants (unless the facility uniform is scrubs).
  - Cannot have large emblems, designs, or multiple pockets or rivets.
  - Must be of sufficient length to reach the top of shoes and not be flared or bell bottoms.

- **Socks:** White, dark or neutral colored socks are to be worn at all times and should be a style that covers the ankles.

- **Footwear:** White, brown, or black sneakers are acceptable if there are no emblems on them. Black or brown oxford or loafer style shoes may be worn. No open toe, open back shoes, platform, or clogs are permitted. It is the responsibility of students to maintain an appropriate appearance of their footwear.

- **Jewelry:** Should be limited to a simple watch with second hand, one ring, and one earring per ear (must be stud and no dangling hoops). No body piercings are allowed. This includes tongue, belly button, eyebrow, nose or private area piercings. The goal is to minimize injury due to modality application, infection, and jewelry getting caught when performing the duties of a PTA. The faculty reserves the right to change this policy as needed.

- **Watch:** A watch with a second hand or one that is digital that displays seconds is required.

- **Hair:** Hair should be clean, neat, and not extremely styled. If longer than shoulder length, hair should be tied back to avoid contact with the patient or treatment areas. The student's hairstyle should be of a conservative nature and should in no way obscure the student's vision or ability to provide patient care. If worn, beards and/or mustaches must be kept neatly trimmed. No hats or other hair coverings are permitted in the clinic.

- **Nails:** Nails should be clean, short, neatly trimmed (to the level of the skin), and free of colored nail polish. No artificial or acrylic nails are allowed.

- **Makeup:** Makeup should be minimal and used with discretion.

- **Personal Hygiene:** Students should be clean and without offensive body odors. This can include smells from perfume/cologne, cigarette smoke, bad breath, or failure to use deodorant. Gum is not permitted during hours of clinical internship.

- **Tattoos:** All tattoos should be covered and inconspicuous. Students should be aware of tattoo visibility with shifting of clothes during movement. Length of shirts and pants should be sufficient to avoid exposure. In the event that a student has a tattoo in an area that is difficult to cover, the student is to meet with the ACCE to discuss strategies to minimize the exposure of the tattoo.
Other Considerations: Since the student is constantly being appraised by patients, peers, and healthcare professionals, the student must be aware of factors which promote the most acceptable appearance. When wearing the clinical uniform, the student is serving as an ambassador representing Hodges University, the PTA Program and the Physical Therapy profession. The student will receive a written reprimand from the core faculty or administrators for any deviation from the clinical uniform guidelines.

Students who are not outfitted in the official uniform for the PTA Program will be sent home from the clinical site. Any clinical contact time lost due to this will be made-up at the discretion of the ACCE.

Some clinical sites require different dress codes for students other than that of the PTA Program. A student is permitted to comply with the facility dress code, i.e. if the clinical facility PT/PTA uniform is scrubs, students may be permitted to wear scrubs in accordance to the clinical facility guidelines. Some clinical sites have more stringent standards than that of the Hodges guidelines. If the student cannot be placed at an acceptable site, the student will forfeit that clinical experience and may be considered for dismissal. Any recurrent problems with dress codes, professionalism or any other disciplinary actions may result in probation, dismissal from the clinical site, and/or dismissal from the program.

4.14 - Attendance/Tardiness

4.14.1 - Absence from Clinic

Clinical internships are based upon a forty or more work hour week. The schedules are determined by each facility. Students are required to follow the schedule provided by the clinical facility. Each student will verify schedule with the facility two weeks prior. Weekly hours in the clinic must total at least 40 hours per week. Lunch time is determined by the CI and is not counted in the weekly clinical hours.

Students must document their hours each week on a time sheet. Time sheets must be signed by the clinical instructor every two weeks and turned in to Canvas.

Students are responsible for arriving at the clinical site on time. Tardiness may result in a grade of F (fail) for professional behavior. Similarly, students must not leave the clinical site prior to the scheduled departure time.

Late arrival or early departure will be considered and made up as follows:
- Late arrival to clinical up to 30 minutes= 4-hour time deduction
- Late arrival to clinical >30 minutes= 8-hour time deduction
- Leaving clinic early up to 4 hours= 4-hour time deduction
- Leaving clinic early > 4 hour= 8-hour time deduction

If unable to attend a clinical due to any circumstances, the student must call the clinical site and the ACCE at least one hour prior to starting time. If the ACCE is not available, the student must contact the Program Director. The last resort is to leave a message for the ACCE and email the ACCE.
Any time missed during the clinical education must be made up. This must first be approved by the ACCE and/or Program Chair. Upon approval, the student is responsible for scheduling make-up time that is convenient for the CI and clinical site. The ACCE must be notified as to the schedule of the make-up time. Documentation from the clinical faculty must be provided stating that the student was at the clinical site for the required time.

When a student’s diagnosed medical condition, or the diagnosed medical condition of an immediate family member prevents the student from attending a clinical, the student must notify the clinical site and the ACCE as soon as possible. In the event a student has a diagnosed medical condition during a clinical experience, prior to the student returning to the clinical experience, the student must have written verification of the condition with a release for full clinical participation or written restrictions. This must be signed by the treating physician and submitted to the ACCE. Depending upon the nature of the restrictions, the student may be allowed to continue the clinical experience or may need to wait until the treating physician signs a full release for clinical participation.

Any absence from the clinical reported on the final evaluation that was not previously reported to the ACCE by the student may result in failure of the clinical course. The required forty hours per week represents a minimum expectation. Students may occasionally work late or come in early to take advantage of a learning opportunity or to complete unfinished tasks, just as there is an occasional need to exceed scheduled hours in the work setting. While the clinical instructor may offer the student an option of leaving early on day in consideration of additional time spent on a previous occasion, it is not permissible for a student to routinely calculate “compensatory time” to substantially alter the hours of the clinical rotation.

There are times that schedules must be changed to accommodate certain situations. The student is responsible to notify the ACCE as far in advance as possible of any such circumstances. This is for extreme circumstances only (i.e., documented death in the immediate family, documented illness, documented accident, etc.). ALL CHANGES MUST FIRST BE APPROVED BY THE ACCE, then by the clinical instructor. Students who fail to follow this procedure will not be allowed to change their schedule. Note: personal plans (vacations, wedding, etc.) are not sufficient grounds for approval of a change in schedule. Failure to follow this procedure is a breach of professional behavior and could result in an F (Fail).

The PTA Program requires a minimum of 15 weeks (600 clinical internship hours). Therefore, any absence during a clinical affiliation is unacceptable.

Procedure:

- If the student expects to be absent from the clinic during the internship, he/she MUST notify the CI and ACCE directly. Voicemail will record the information if the CI and ACCE are not available to take the call. If a student is unable to reach the ACCE by phone, the student must email immediately. This email will also be used for the date and time stamp of notification.
- All absences MUST be made up prior to the end of the clinical internship. Clinical absences are not to be made up at the expense of designated lecture/lab time that occurs on campus. It is imperative that the student attend the total number of hours. Hours for the make-up must be approved by the ACCE.
• It is the responsibility of the student to contact his/her CI to make arrangements to make up time missed. If a student is absent from the clinic or has missed a significant portion of a particular session due to tardiness, he/she is required to make up the missed time. The student must notify the ACCE, and may be required to submit extra assignments in addition to making up the clinical time. The ACCE and the CI will determine the time and length of the make-up session.

• Any student who has not attended the clinical internship sufficiently to have acquired the experience or knowledge commensurate with the current level of training may be administratively withdrawn from the PTA Program.

4.14.2 - CI Absence

At times, a CI may need to be absent from the clinic for meetings or illness and the Center Coordinator of Clinical Education (CCCE) should make provisions for these situations to ensure the student continues with the educational plan. Students should not be left unsupervised to manage patients/clients no matter how long the student has been at the facility. These absences may be used as an opportunity for the student to observe other therapists or participate in other value-added experiences.

4.14.3 - Holidays and Inclement Weather

The student will follow all facility policies and procedures regarding observance of holidays and instructions related to natural disasters and inclement weather. You must contact your facility/CI to determine what action to take. Do not presume facility closures.

4.15 Compensation

Students are not paid by the clinical facilities during clinical internship. In addition, students are discouraged from taking gifts (money or other) from any patient while attending clinical internship education. If a patient persists, most facilities have charitable organizations or funds that the patient may donate to. A student may be prohibited from attending a clinical internship at a facility at which he/she is currently or has been employed as the objectivity needed to rate clinical performance may be compromised.

4.16 - Implementation of Early Warning

The CI has the responsibility to continuously assess student performance and recognize when performance is at the correct level, above the expected level or below the expected level. In the event that the clinical educator determines that there is a problem, an early warning process will give the student an opportunity to improve.

• The CI will identify problems that the student has using a weekly summary form to be shared with the ACCE via electronic communication. This may also include information reported by other staff. The CI will review the record and all documentation of the student with the student. The CI and student will sign all of the student’s documentation to verify that it was reviewed. The CI should also document the student’s behavior and response to feedback.
The CI will describe the performance expectations as defined by the academic assessment tool and the expectations set by the clinic.

The CI, in collaboration with the student, will define a solution for the performance issue. This may be done on an existing form or by other means.

The CI will set a timeline during which the student must improve.

The CI will notify the CCCE and ACCE that there is a problem, that the problem was discussed formally with the student, and that there is a process in place for the student to make the necessary improvements.

If the plan is not achieved in the time set, the student may be put on probation, dismissed from the clinical site and or dismissed from the program.

4.17 - Universal Precautions

PTA students receive coursework regarding the use of universal precautions at the beginning of the first session and continuing throughout their PTA coursework. Students must demonstrate an understanding of these concepts through test questions included on written examinations and utilization of universal precautions in all lab and clinical activities including but not limited to:

- Blood and airborne pathogens
- Hepatitis B Immunization
- Mechanisms of pathogen transmission
- Appropriate disposal, labeling and housekeeping measures
- Prevention of exposure to blood and airborne pathogens
- Universal Precautions
- Exposure Control, including determination of exposure and post-exposure reporting

4.18 - Exposure to Blood and Body Fluids

In addition to any procedures the clinical site may have, the following procedure is to be followed by students and CIs in the event that an exposure to blood or body fluids via parental, mucous membranes, or open skin routes occurs while participating in clinical or laboratory experiences:

Exposure Report:

The exposure incident procedures of the clinical facility as they apply to students should be followed.

- The student will seek immediate medical attention through either the employee health services of the clinical facility or the individual's private physician. Payment of medical bills is the responsibility of the exposed individual.
- The student will notify the ACCE within 24 hours.
- The CI and the student will each complete and submit an original written report on the HU PTA Incident/Accident Report within two working days to the ACCE with the following information:
  a) Date and time of exposure.
  b) Details of exposure, including procedure being performed, where and how the exposure occurred, if the exposure involved a sharp device, type and amount of fluid
or material involved in exposure, and condition of skin, (e.g., intact, chapped, abraded) of student.

c) Information about exposure source or individual determining infection risk, when policies of facility do not prohibit direct release of this information.

d) Information about follow-up.

- The exposure incident report will be permanently placed in the student's file.
- The ACCE will notify the PTA Chair and Dean.

Public Health Guidelines for the Management of Health Care Work Exposures to HIV and Recommendations for Post-Exposure Prophylaxis, 1998

4.19 - Infectious Disease Policy and Informed Consent

The PTA Program requires that all students enrolled have already completed the necessary certifications required for completion of health career core curriculum. An Informed Consent Form is required by students to participate in clinical experiences and other selected activities. Please refer to the University Student Handbook for further safety and health information.

4.20 - Incident/Accident/Exposure Report (other than exposure to blood and body fluids)

- Facility procedures are to be followed in all cases involving emergency situations including completion of required documentation.
- The CI is to be notified immediately of any patient or student incident and/or accident.
- Student injuries should be assessed to determine appropriate measures to be taken. If warranted, the student will seek medical attention as indicated through his/her private physician.
- Payment of medical bills is the responsibility of the student.
- The CI and the student will each complete the HU PTA Program Incident/Accident report and submit the original copies within two working days to the ACCE.
- The incident report will be permanently placed in the student's file.

The facility or agency may provide or make available emergency room treatment when such facilities exist for minor injuries incurred by students while in the health care agency for clinical experience. The health care agency is not responsible for charges made to the student as a result of services rendered to the student in said health care agency. It is the responsibility of the student to arrange and finance post-incident medical follow-up and care.

4.21 - Health Insurance Coverage

PTA students are required to carry health/accident insurance during their time in the clinical internships. In case of accident or illness, students should follow the safety procedures of the clinical facility as well as procedures detailed in the handbook. Emergencies that occur at a clinical site may be treated by the facility in accordance with the affiliation agreement and the
policies/procedures of the facility itself. Emergency Procedures are reviewed at the start of each session.

4.22 - Liability Insurance

Hodges University provides PTA students with professional liability (malpractice) insurance. However, students should consider purchasing additional professional liability insurance through the APTA at APTA.org.
Chapter 5: Behavioral Expectations

5.1 - Behavioral Expectations and Values

Students are expected to demonstrate interest, ability, and aptitude for the responsibilities related to the field of physical therapy from the PTA perspective. When choosing a profession, an individual must be willing to assume the behavioral expectations and values inherent to that profession. This transformation begins in the classroom and laboratory settings with a continuation into the clinical arena. Students are expected to exhibit initiative and interest in learning by actively participating in a variety of learning opportunities.

The American Physical Therapy Association has developed a set of Value Based Behaviors for the PTA. The students will utilize the APTA Value Based Behaviors Self-Assessment Tool during the program. These values are briefly described below.

- **Altruism**: Altruism is the primary regard for or devotion to the interest of patients/clients, thus assuming the fiduciary responsibility of placing the needs of the patient/client ahead of the PTA’s self-interest.
- **Caring and Compassion**: Compassion is the desire to identify with, or sense something about another’s experience; a precursor of caring. Caring is the concern, empathy, and consideration for the needs and values of others.
- **Continuing Competence**: Continuing competence is the lifelong process of maintaining and documenting competence through ongoing self-assessment, development, and implementation of a personal learning plan and subsequent reassessment.
- **Duty**: Duty is the commitment to meeting one’s obligations to provide effective physical therapy services to individual patients/clients, to serve the profession, and to positively influence the health of society.
- **Integrity**: Adherence to moral and ethical principles; soundness of moral character; honesty.
- **PT/PTA Collaboration**: The PT/PTA team works together, within each partner’s respective role, to achieve optimal patient/client care and to enhance the overall delivery of physical therapy services.
- **Responsibility**: Responsibility is the active acceptance of the roles, obligations, and actions of the PTA including behaviors that positively influence patient/client outcomes, the profession, and the health needs of society.
- **Social Responsibility**: Social responsibility is the promotion of a mutual trust between the PTA, as a member of the profession, and the larger public that necessitates responding to societal needs for health and wellness.

Reference: Values-Based Behaviors for the Physical Therapist Assistant

The above values are evaluated throughout the PTA Program by self-assessment, peer evaluation, and instructor feedback. Students will participate in assessing behavior and responding according to the feedback received. The core faculty will provide verbal and/or written feedback to students on expected behavior and, if necessary, develop a plan of action to improve areas of deficiency.
Behavior is also graded on each lab practical examination. Failure to meet behavioral expectations may result in failure of the practical examination.

Disclosing confidential information to unauthorized sources, insubordination to academic or clinical faculty, disregard for patient/clients' or other persons' welfare, disinterest in studies as shown by frequent tardiness or unexcused absence, failure to participate in class/clinic assignments/discussions, and dishonesty in written assignments or examinations are examples of behaviors that are not appropriate for a PT or PTA.

**5.2 - Physician’s Health Release and Functional Capacity Requirements**

Upon the student’s declaration of a condition which may inhibit the students’ performance of standards such as a mental or physical (temporary or permanent) disability, documentation of evidence of such impairment must be made at the time of the PTA Orientation on the Medical History and Physical Examination Form. The student will be required to complete a Physician's Release for Functional Capacity Requirements Form (refer to Forms Appendix) in order to continue to safely participate in classroom, laboratory, or clinical activities.

Any expense incurred will be the responsibility of the student. The Physician’s Release Form will be maintained per HIPAA guidelines. Any necessary accommodations will be provided in accordance with American's with Disabilities Act.

If the student during the program experiences a condition which may inhibit the students’ performance of standards such as a mental or physical (temporary or permanent) disability, documentation of evidence of such impairment must be completed. The physician must release the student to continue in the program to safely perform the requirements of essentials skills required by the program. This documentation can be found on the Updated Medical History and Physical Examination Release Form.

**5.3 - Letters of Recommendation or References**

Core faculty will refrain from writing letters of recommendation. It is expected that the student will respect this decision and seek another source of reference. The Consent to Release Information Form must be signed by the student and presented to the referral source prior to requesting a letter of reference (Refer to Forms Section). This form will be completed upon entrance to the PTA Program and should be kept in the student portfolio.
Appendix 2: Nursing Program Handbook
# Table of Contents

Chapter 1: General Information ................................................................................. 121
1.1 - Tuition and Fees ......................................................................................... 121
1.2 - Accreditation and Approval ....................................................................... 121
1.3 – Mission and Vision ..................................................................................... 122
1.3.1 – Hodges University Mission and Vision ............................................... 122
1.3.2 - Nursing Program Mission and Vision .................................................. 122
1.4 – Student Responsibilities .............................................................................. 123
1.5 – Student Learning Outcomes ....................................................................... 123
1.5.1 – Bachelor of Science in Nursing (BSN) Program ................................ 123
1.6 – Student Opportunities for Participation ..................................................... 124
1.6.1 - Nursing Student Participation in Program Governance (NSPPG) .... 124
1.6.2 - National Student Nurses Association (NSNA) ..................................... 124

Chapter 2: Nursing Student Behavioral Standards ................................................. 125
2.1 - Student Code of Academic and Professional Conduct ............................ 125
2.1.1 - Introduction ............................................................................................ 125
2.1.2 - Applicability ........................................................................................... 125
2.1.3 - Unacceptable Behaviors ....................................................................... 125
2.1.4 - Reporting Procedures for an Alleged Infraction ................................ 127
2.2 – Behavioral Expectations ............................................................................ 127
2.2.1 - Communication ..................................................................................... 127
2.2.2 - Self-awareness ....................................................................................... 127
2.2.3 - Self-Care ............................................................................................... 128
2.2.4 - Responsible Learning .......................................................................... 128
2.2.5 - Professional Image ................................................................................ 128

Chapter 3: Academic Policies and Procedures .................................................. 131
3.1 - Nursing Technical Standards ..................................................................... 131
3.1.1 – General Description ............................................................................. 131
3.1.2 - Observation .......................................................................................... 131
3.1.3 - Motor .................................................................................................... 132
3.1.4 - Communication .................................................................................... 132
3.1.5 - Intellectual-Conceptual Abilities ............................................................. 132
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1.6</td>
<td>Physical Abilities</td>
<td>132</td>
</tr>
<tr>
<td>3.1.7</td>
<td>Behavioral and Social Attributes</td>
<td>132</td>
</tr>
<tr>
<td>3.2</td>
<td>– Professionalism and Safety</td>
<td>133</td>
</tr>
<tr>
<td>3.2.1</td>
<td>Professionalism</td>
<td>133</td>
</tr>
<tr>
<td>3.2.2</td>
<td>Safety</td>
<td>133</td>
</tr>
<tr>
<td>3.3</td>
<td>– Academic Requirements</td>
<td>133</td>
</tr>
<tr>
<td>Chapter 4:</td>
<td>Compliance</td>
<td>135</td>
</tr>
<tr>
<td>4.1</td>
<td>- Compliance Requirements</td>
<td>135</td>
</tr>
<tr>
<td>4.2</td>
<td>- Health Status and Proof of Immunization</td>
<td>135</td>
</tr>
<tr>
<td>4.3</td>
<td>- Compliance Requirements</td>
<td>136</td>
</tr>
<tr>
<td>4.4</td>
<td>- Level II Criminal Background Check and Drug Screening</td>
<td>138</td>
</tr>
<tr>
<td>4.5</td>
<td>- Health Insurance</td>
<td>138</td>
</tr>
<tr>
<td>Chapter 5:</td>
<td>Clinical Placements</td>
<td>139</td>
</tr>
<tr>
<td>5.1</td>
<td>- Clinical Locations</td>
<td>139</td>
</tr>
<tr>
<td>5.2</td>
<td>- Onboarding</td>
<td>139</td>
</tr>
<tr>
<td>5.3</td>
<td>- Confidentiality</td>
<td>139</td>
</tr>
<tr>
<td>5.4</td>
<td>- Infection Control</td>
<td>140</td>
</tr>
<tr>
<td>5.5</td>
<td>- Clinical Skills</td>
<td>140</td>
</tr>
<tr>
<td>5.6</td>
<td>- Attendance</td>
<td>140</td>
</tr>
<tr>
<td>5.6.1</td>
<td>- Classroom and Laboratory Attendance</td>
<td>140</td>
</tr>
<tr>
<td>5.6.2</td>
<td>- Clinical Attendance</td>
<td>140</td>
</tr>
<tr>
<td>Chapter 6:</td>
<td>Clinical Uniforms and Dress Codes</td>
<td>142</td>
</tr>
<tr>
<td>6.1</td>
<td>- Professional Appearance and Uniform Guidelines for Clinical Courses</td>
<td>142</td>
</tr>
<tr>
<td>6.2</td>
<td>- Attire Guidelines for Community Clinical and Psychiatric Mental Health placements</td>
<td>143</td>
</tr>
<tr>
<td>6.2.1</td>
<td>- Professional Business Attire</td>
<td>143</td>
</tr>
<tr>
<td>6.2.2</td>
<td>- Casual Business Attire</td>
<td>143</td>
</tr>
<tr>
<td>6.2.3</td>
<td>- Psychiatric Mental Health</td>
<td>143</td>
</tr>
<tr>
<td>6.2.4</td>
<td>- Inappropriate Attire</td>
<td>143</td>
</tr>
<tr>
<td>6.3</td>
<td>- Equipment Needed</td>
<td>144</td>
</tr>
<tr>
<td>6.4</td>
<td>- Accidents During Clinical Experiences</td>
<td>144</td>
</tr>
<tr>
<td>6.5</td>
<td>- Illness, Injury, or Impairment</td>
<td>144</td>
</tr>
<tr>
<td>6.6</td>
<td>- Malpractice Insurance</td>
<td>144</td>
</tr>
</tbody>
</table>
Chapter 1: General Information

Welcome to the Nursing Programs at Hodges University School of Health Sciences! You have set a goal of becoming a professional nurse and have begun a course of study that will help you successfully achieve your ambition. We have striven to create a curriculum that prepares nurses to meet present and future healthcare needs and is congruent with our philosophy of nursing that is focused on caring.

This Nursing Program Handbook provides information regarding policies, procedures, available resources, and issues that pertain to a nursing student’s academic experience. It also outlines the rights and responsibilities of nursing students. The policies contained in this Handbook have been developed in keeping with the Student Bill of Rights published by the National Student Nurses Association. These policies, and any additional nursing policies and procedures relative to student records, publications, grievances, and discipline are consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974.

1.1 - Tuition and Fees

Students should refer to the Registration Terms and Conditions for information on tuition and fees for the nursing program. Information about what items are included in the nursing program tuition and what items are not include is also provided in the Registration Terms and Conditions.

1.2 - Accreditation and Approval

The Bachelors of Science in Nursing (BSN) Program is approved by:

Florida Board of Nursing
4052 Bald Cypress Way, Bin C2 Tallahassee, FL 32399
(850) 488-0595
Florida Board of Nursing

Southern Association of Colleges and Schools Commission on Colleges (SACS)
Phone: (404) 679-4500 extension 4504
Fax: (404) 679-4558
Southern Association of Colleges and Schools Commission on Colleges

In Candidacy for Accreditation from:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, NE
Suite 850
Atlanta, GA 30326
Phone: (404) 975-5000
Fax: (404) 975-5020
Accreditation Commission for Education in Nursing
1.3 – Mission and Vision

1.3.1 – Hodges University Mission and Vision

Mission: Hodges University—a private nonprofit institution—prepares students to leverage higher learning in their personal, professional, civic endeavors.

Vision: Hodges University will be recognized for excellence in career-focused inclusive education and community engagement.

1.3.2 - Nursing Program Mission and Vision

Mission: The BSN Program at Hodges University develops knowledgeable, caring, and principled nurses with a commitment to excellence.

Vision: The BSN program at Hodges University will be recognized for excellence in nursing education and nurse placement as it broadens its relationships with healthcare providers across the five-county region.

Philosophy: A philosophy of nursing contains three essential elements: beliefs about the central phenomena of the discipline, mechanisms by which phenomena can be known or addressed, and values of the discipline. Taken together these three elements guide the education and practice of the faculty and students of the nursing program.

Beliefs about the Central Phenomena of the Discipline: Humans are viewed as holistic beings that engage in a dynamic interaction with biological, psychological, sociological, spiritual, and environmental factors. Humans’ health exists on a continuum of wellness and in a larger context of family, community, society, and environment. The role of nursing is to provide holistic care and the development of environments that assist in the maintenance and restoration of health for individuals, families, and communities.

Nurses seek to provide holistic care that promotes and restores health. Nurses work both independently and in collaboration with consumers of health care, members of the healthcare team, and other individuals and organizations that are concerned with health to provide the highest quality, safe, evidenced-based, and most cost-effective care. Nursing shares, along with other health professionals, the goals of promotion and maintenance of health, prevention of illness and disability throughout the life cycle. Nursing recognizes that optimal health care balances scientific knowledge and technology, patient preferences, and effective resource utilization.

Values of the Discipline: Nurses are committed to the belief that each person is unique and has a right to the highest quality, safe, evidence-based, and effective healthcare. Professional nurses use clinical decision making that is based on multiple ways of knowing; personal, empiric, ethical, aesthetic, and emancipatory.

Nursing Education: Nursing education provides the opportunity for students to learn the art and science of nursing. Faculty believe that the same values of caring, integrity, respect, and a drive towards excellence provide a basis for creating the best learning environments. Through a planned sequence of theoretical, simulation, and clinical experiences, students acquire the knowledge, skills,
values, and abilities of a professional nurse. Assessment, feedback, and self-reflection provide essential information about students’ learning. Learning is viewed as a life-long process; with nursing education providing a foundation for developing a spirit of inquiry and a quest for emancipatory knowing.

1.4 – Student Responsibilities

Students are responsible for using the Nursing Program Handbook as a resource when questions arise and as a guide for academic and nonacademic policies and procedures. Additional information may be found in the Hodges University Student Handbook and the Hodges University Catalog. All students are required to sign the emailed Registration Terms and Conditions and upload it to their online compliance tracker (Castlebranch).

All of the information contained in the Handbook was current at the time of publication. Please note that the information in this Handbook is updated periodically. Additionally, changes in policy may be implemented immediately throughout the academic year and these changes will be announced in nursing courses and via email to your Hodges University email account. These changes have the potential to affect you as a student.

1.5 – Student Learning Outcomes

1.5.1 – Bachelor of Science in Nursing (BSN) Program

The Bachelor’s Degree in Nursing (BSN) Program’s end-of-program learning outcomes reflect the recommendations of the American Association of Colleges of Nursing’s Essentials of Baccalaureate Education, NLN Educational Competencies, Quality and Safety Education for Nurses (QSEN), and ANA Code of Ethics. Graduates of the Hodges University Bachelor’s Degree in Nursing Programs will be able to:

1. Exhibit the values, ethics, and caring behaviors related to professionalism in nursing.
2. Demonstrate the knowledge, skills, and nursing judgement related to leadership, management, cultural diversity, and global perspectives in nursing that provides for the delivery of high quality care and patient safety.
3. Display a spirit of inquiry in the appraisal of evidence to create excellence in practice.
4. Demonstrate knowledge and application of information management in healthcare to inform practice.
5. Describe how healthcare systems and nursing practice are influenced by financial, regulatory, and political actions.
6. Integrate effective communication skills in the delivery of collaborative, inter-professional, high quality, safe, and effective patient-centered care.
7. Appraise opportunities to engage in health promotion and disease prevention at the individual level to promote and improve health and the population level to improve the wellbeing of populations.
8. Demonstrate the ability to practice with a variety of diverse patients (including individuals, groups, communities, and populations) across the lifespan and along the continuum of care.
The Essentials of Baccalaureate Education for Professional Nursing Practice

BSN Essentials: American Association of Colleges of Nursing

I. Liberal Education for Baccalaureate Generalist Nursing Practice
II. Basic Organizational and Systems Leadership for Quality Care and Patient Safety
III. Scholarship for Evidence-Based Practice
IV. Information Management and Application of Patient Care Technology
V. Health care Policy, Finance, and Regulatory Environments
VI. Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
VII. Clinical Prevention and Population Health
VIII. Professionalism and Professional Values
IX. Baccalaureate Generalist Nursing Practice

QSEN Competencies: www.qsen.org

1. Patient Centered Care
2. Teamwork and Collaboration
3. Evidenced-Based Practice
4. Quality Improvement
5. Safety
6. Informatics

1.6 – Student Opportunities for Participation

Belonging to an organization or club enriches the university experience. Extracurricular activities can foster leadership development, improve interpersonal skills, and encourage involvement. Students have the opportunity to participate in a variety of organizations or clubs.

1.6.1 - Nursing Student Participation in Program Governance (NSPPG)

The purpose of Nursing Student Participation in Program Governance is to coordinate and facilitate communication between nursing faculty, nursing administration, and the nursing student body. NSPPG seeks to provide a communication vehicle for all those in the Nursing Program with the aim of providing the highest quality student experience. One student is selected to represent his/her class in the monthly Nursing Faculty committee meetings where policies are reviewed and opportunities for Program enhancement are presented.

1.6.2 - National Student Nurses Association (NSNA)

The NSNA is a nonprofit organization for students enrolled in nursing programs with a goal of fostering the professional development of nursing students.
Chapter 2: Nursing Student Behavioral Standards

The Hodges University Nursing Programs have a Code of Academic and Professional Conduct that all students are expected to follow. Any questions regarding this Code should be addressed with the Administration of the Program and faculty.

2.1 - Student Code of Academic and Professional Conduct

2.1.1 - Introduction

The education of students at the Hodges University Nursing Programs is based on the concept that integrity, sense, of responsibility, and self-discipline are inherent to the profession of nursing. The responsibility of the individual student to sustain high ethical standards is parallel to the concept that the professional nurse must be accountable for professional standards in the practice of nursing (published in the American Nurses Association Code for Nurses with Interpretive Statements, 2015). The continuation and enhancement of ethical standards within the academic community and nursing profession are the individual responsibility of each student and faculty member. Mutual respect and trustworthiness between the faculty and students promotes optimal learning.

The students in the Nursing Programs at Hodges University are expected to exhibit behavior appropriate to the profession of nursing. They must assume personal responsibility for being in physical and mental condition to provide safe nursing care and for the knowledge and skills necessary to give this care.

2.1.2 - Applicability

The Student Code of Academic and Professional Conduct (Conduct Policy) applies to all students enrolled in the nursing courses and includes programs, events and activities affiliated with, sponsored by or sanctioned by the Nursing Programs. In addition, the Conduct Policy covers all student nonacademic and extracurricular activities regardless of whether the activity takes place on or off campus that have an adverse impact on the University, Nursing Programs, faculty, staff, students, patients, clinical staff, or impacts fitness for the profession and eligibility for licensure.

Any questions regarding the Conduct Policy should be addressed immediately with the Director of Nursing. Any questions regarding the meaning of any provision of this Conduct Policy will be decided by the Dean of the School of Health Sciences. The Dean’s decision as to any questions of interpretation is final.

2.1.3 - Unacceptable Behaviors

The following behaviors are examples of violations of the Conduct Policy. This list is not intended to be all-inclusive of behaviors that violate basic ethical or professional standards expected of Nursing Students. In addition, attempts at misconduct as well as completed acts are violation of the Conduct Policy.
1. Violation of Academic Honesty. Refer to the University’s Academic Honesty Policy in the Student Handbook.

2. Violation of University Policy. Refer to the University Catalog and Student Handbook.

3. Falsification of Data. Dishonesty in reporting results, ranging from sheer fabrication of data, improper adjustment of results, and gross negligence in collecting and analyzing data, to selective reporting or omission of conflicting data for deceptive purposes. This includes the falsification of any data or information reported to university officials, faculty, staff or clinical instructors.

4. Aiding and abetting dishonesty. Providing material, information, or assistance to another person with the knowledge or reasonable expectation that the material, information, or assistance will be used to commit an act that is prohibited by this Code or that is prohibited by law or another applicable code of conduct. Students are responsible for reporting cheating or dishonesty if they observe a breach of the honor code.

5. Violating instructions regarding completion of assignments. Although independent study is recognized as a primary method of effective learning, at times students benefit from studying together and discussing home assignments and laboratory experiments. When any material is to be turned in for inspection, grading or evaluation, it the responsibility of the student to ascertain what cooperation between the, if any, is permitted by the instructor.

6. Providing nursing care in an unsafe or harmful manner. This includes carrying out a procedure without competence or without the guidance of a qualified person; willfully or intentionally doing physical harm and or mental harm to a patient; exhibiting careless or negligent behavior in connection with the care of a patient; refusing to assume the assigned and necessary care of a patient and failing to inform the instructor and nursing staff with immediacy so that an alternative measure for care can be found.

7. Disrespecting the privacy of a patient. This includes using sufficient information about the patient (e.g. full name, last name or position) in written assignments and or patient data of any sort (e.g. computer generated forms that will be removed from the clinical area) such that the patient could be identified; discussing confidential information in inappropriate areas, such as elevators; discussing confidential information about a patient with third parties who do not have clear and legitimate need to know; violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA); and referencing patients on social networking sites and devices.

8. Falsifying patient records or fabricating nursing care or patient experiences. This includes fabrication in written materials and verbal reports for the clinical area as well as written material and verbal reports for the Nursing Programs.

9. Failing to report omission or error in treatment or medications. This includes failure to report the omission or error to the appropriate people, including clinical staff, clinical administration and faculty.
10. Commission of a crime. Engaging in illegal activity that would impact the student’s ability to obtain or maintain a professional license or employment in the nursing profession. The results of criminal proceedings will not be determinative of proceedings under this Conduct Policy.

11. Other professional misconduct. This includes violation of the American Nurses’ Association (ANA) Code of Ethics for Nurses is unacceptable. Nursing students are expected to “maintain compassionate and caring relationships with colleagues and others with a commitment to the fair treatment of individuals, to integrity-preserving compromise, and to resolving conflict. This standard of conduct precludes any and all prejudicial actions, any form of harassment or threatening behavior, or disregard for the effect of one’s actions on others” (ANA Code of ethics for nurses with interpretive statements, 2015, pg. 9).

12. Obstructing the investigation of a possible violation of this code. This includes making dishonest or misleading statements, either orally or in written form, including emails; other falsification of information, altering, destroying, or deleting relevant documents, files or emails; and any other act that hinders an investigation.

2.1.4 - Reporting Procedures for an Alleged Infraction

All members of the nursing community – students, faculty, administrators, and staff – have a responsibility to report any reasonable suspicion that a student has violated this Conduct Policy. A report must be made immediately to the Director of Nursing. Anyone not sure of whether or not to report a suspicion should consult with Director before making a decision whether or not to formally report the suspicious behavior.

2.2 – Behavioral Expectations

Since nursing is a human science, students must learn skills that will translate into their success as nurses. These skills include: communication, self-awareness, self-care, responsible learning, professional image, and academic honesty.

2.2.1 - Communication

Communication is the exchange of ideas, thoughts, or feelings by verbal and non-verbal actions. Verbal and written communication includes clear, coherent, timely, honest, concise, and patient-centered communication. They are expected to use pronunciation, pitch, and intonation appropriate for the environment. Non-verbal skills include gestures that are appropriate and employ listening skills in order to assimilate information. Cultural awareness builds upon identifying issues to alleviate obstacles resulting from health literacy, disparities, authority gradients, cultural differences, and language barriers.

2.2.2 - Self-awareness

Self-awareness is the ability to recognize and look at one’s inner thoughts, feelings, and beliefs. Through reflection, self-evaluation, and validation of feedback, students will learn to accurately identify their strengths as well as opportunities for improvement. These reflections will enable
students to build confidence in their knowledge and skills with realistic perspectives about their capacities. Furthermore, these insights will assist in students’ ability to develop emotional intelligence (EI). EI is the ability to recognize one’s own and other people’s emotions, to discriminate between different feelings, label them appropriately, and then use emotional information to guide behavior.

2.2.3 - Self-Care

Self-Care is achieved by promoting and maintaining personal well-being. Students must take responsibility for their own physical and emotional health. This includes sensory capabilities or appropriate compensation and the ability to perform the physical requirements of clinical practice. It is the student’s responsibility to obtain adequate rest, nutrition and hydration, exercise, and manage personal stress.

2.2.4 - Responsible Learning

Responsible learning is demonstrated by taking control and ownership for learning. This is displayed by students being engaged in academic tasks, persistent in self-learning, seeking feedback, and notifying faculty if not achieving course or program outcomes. Students must practice within their scope of knowledge and skills and recognize their personal limitations while working only under appropriate supervision. Additionally, students who demonstrate responsible learning make efforts to follow the agency’s clinical policies, procedures, and principles by adhering to clinical requirements.

2.2.5 - Professional Image

Professional image is the appearance of an individual viewed from both inside and outside the discipline. Students are guided to uphold a positive professional image by portraying a compassionate demeanor and demonstrating a respect for others with behaviors that are focused on patient care and learning. Students are expected to demonstrate caring behaviors, flexibility, professional etiquette, and civility.

Students are guided in their development of professional behaviors by faculty, yet are responsible to demonstrate the competencies listed above. Demonstrating professional behavior is required for passing all courses and clinical practices regardless of performance in other areas or grades in the course.

2.3 – Nursing Student Rights and Responsibilities

The NSNA Student Bill of Rights and Responsibilities provides:

1. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes, or economic status.

2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom and quality education; students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide for and safeguard the students’ freedom to learn.

4. Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained, and independent search for truth.

5. Students should be free to take reasoned exception in an informed, professional manner to the data or views offered in any course of study. However, students are accountable for learning the content of any course of study for which they are enrolled.

6. Students should have protection, through orderly approved standard procedures, against prejudicial or capricious academic evaluation. However, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

7. Information about student views, beliefs, political ideation, legal status, United States citizenship status, sexual orientation or other personal information which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as an element of evaluation.

8. The student should have the right to advocate for themselves and other students in the construction, delivery and evaluation of the curriculum.

9. Institutions should have a clearly written published policy as to the disclosure of private and confidential information which should be a part of a student's permanent academic record in compliance with state and federal laws.

10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions in an informed, professional manner, both publicly and privately.

11. Students should be allowed to invite and hear any individual of their own choosing within the institution's guidelines, thereby advocating for and encouraging the advancement of their education.

12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, thereby encouraging leadership, e.g., through a faculty-student council, student membership, or representation on relevant faculty committees.

13. The institution has an obligation to clarify those standards of conduct which it considers essential to its educational mission, community life, and its objectives and philosophy. These may include, but are not limited to, policies on academic dishonesty, plagiarism, punctuality, attendance, and absenteeism.

14. Disciplinary proceedings should be instituted only for violations of standards of conduct. Standards of conduct should be formulated with student participation, clearly written, and published.
in advance through an available set of institutional regulations. It is the responsibility of the student to know these regulations.

15. The nursing program should have readily available a set of clear, defined grievance procedures.

16. As citizens and members of an academic community, students are exposed to many opportunities and they should be mindful of their corresponding obligations.

17. Students have the right to belong to or refuse membership in any organization.

18. Students have the right to personal privacy in their individual/personal space to the extent that their wellbeing and property are respected.

19. Adequate safety precautions should be provided by nursing programs, for example, adequate street and building lighting, locks, patrols, emergency notifications, and other security measures deemed necessary to ensure a safe and protected environment.

20. Dress code, if present in school, should be established with student input in conjunction with the school, administration, and faculty. This policy ensures that the highest professional standards are maintained, but also takes into consideration points of comfort and practicality for the student.

21. Grading systems should be carefully reviewed initially and periodically with students and faculty for clarification and better student - faculty understanding.

22. Students should have a clear mechanism for input into the evaluation of their nursing education and nursing faculty.

23. The nursing program should track their graduates’ success in finding entry-level employment as registered nurses and make this information available to all who apply and enroll.

24. Please email the Director of Nursing with any concerns, questions, or comments at jpalumbo@hodges.edu.
Chapter 3: Academic Policies and Procedures

3.1 - Nursing Technical Standards

3.1.1 – General Description

A candidate for a nursing degree must possess abilities and skills which include those that are observational, communicational, motor, auditory, tactile, physical, intellectual-conceptual, behavioral, and social. These technical standards are key components of the nursing academic program. If the administration of the program believes that a student cannot meet one or more of these essential functions, the student will be referred for evaluation and may be suspended pending evaluation. The nursing faculty members are responsible for determining, at any point in students’ academic program, whether they have demonstrated or are able to demonstrate appropriate levels of skills and abilities as delineated in the Nursing Technical Standards. The faculty have the right to request consultation with the administration when needed. Students who fail to demonstrate appropriate skills and abilities may have their clinical assignment changed until they are able to demonstrate skills at the appropriate level. If the administration determines that a student cannot meet the appropriate levels, even when reasonable accommodations are made, that student may be dismissed from the program.

3.1.2 - Observation

The student must be able to acquire a defined level of required information as presented through demonstrations and experiences in the basic and behavioral sciences. Observation involves visual, auditory, and tactile abilities.

A. Visual
- Observe a patient accurately, at a distance, and close at hand within a variety of clinical settings
- Acquire information from oral presentations, demonstrations, and observations
- Observe written documents and visualize information as presented in images from paper, films, slides, video, or other media
- Interpret visual and graphic images and digital and analog representations of physiological phenomena with or without use of assistive devices

B. Auditory
- Listen to verbal communication to identify and respond to a patient’s health status
- Identify and differentiate sounds such as those related to heart, lung, or other bodily functions with or without use of assistive devices
- Listen to verbal communication to provide care in collaboration with other providers

C. Tactile
- Assess patients, collect data, and provide patient care through touch such as with palpation
- Identify changes in body texture and temperature
3.1.3 - Motor

The student must be able to possess motor skills, including gross and fine muscular movements, necessary to directly perform diagnostic and interventional maneuvers such as palpation, percussion, auscultation.

- Execute motor movements reasonably required to provide general and emergency patient care such as airway management, cardiopulmonary resuscitation, application of pressure to control bleeding, administer medication, perform health assessments, and other interventions required for care of the patient
- Manipulate a variety of objects using both fine and gross dexterity

3.1.4 - Communication

The student must be able to communicate verbally and in writing.

- Ability to communicate verbally and in writing with maximum accuracy, clarity, efficiency and effectively with patients and families, other members of the healthcare team, and faculty within rapidly changing and stressful health settings
- Ability to demonstrate proficiency in keyboarding for documentation
- Ability to perceive and interpret nonverbal communication

3.1.5 - Intellectual-Conceptual Abilities

The student must be able to demonstrate intellectual, cognitive, conceptual abilities in order to provide safe patient care.

- Ability to measure, calculate, reason, plan, analyze, integrate, synthesize, and evaluate complex information for problem-solving
- Comprehend three dimensional relationships and understand spatial relationships of structures
- Exercise appropriate judgement with analysis of situations and anticipation of consequences

3.1.6 - Physical Abilities

The student must demonstrate the physical ability to provide safety for the patient and self.

- Move and transport objects that reflect a range of weights
- Perform physical activities and exhibit mobility required to provide care to patients and families, at times in urgent situations
- Tolerate physically demanding workloads

3.1.7 - Behavioral and Social Attributes

The student must possess the emotional health required for full utilization of his or her intellectual abilities, exercise good judgement, prompt completion of all responsibilities attendant to the care of
patients and families, and the development of mature, sensitive, and effective relationships with patients.

- Function effectively and with good judgement under stressful and demanding situations
- Adapt to changing environments
- Display flexibility and function in environments inherent with uncertainties in the clinical environment
- Care for individuals in a respectful, caring, sensitive, and effective manner regardless of gender, age, race, sexual orientation, religion, disability, or any other status
- Engage consistently in providing care to patients in rapidly changing, stressful, and demanding environments without current evidence of behaviors of addiction or abuse of or dependence on alcohol or other drugs that can impair behavior or judgement
- Exhibit emotional stability that enables full utilization of abilities to engage in safe care to patients and participate effectively with peers, faculty, and other health care professionals
- Demonstrate compassion, integrity, concern for others, and effective interpersonal skills
- Demonstrate interest and motivation in providing the highest quality of safe health care and interacting with the health care team and faculty

Personal qualities reflected in behaviors that affect care of patients and the ability to function as part of a team, thus jeopardizing safety, will be assessed during the educational process and considered as required components for progression in the program.

3.2 – Professionalism and Safety

Professionalism is a key component of the role of a baccalaureate-prepared nurse. Safety is inherent in professionalism. The faculty of the Nursing Programs have defined these concepts:

3.2.1 - Professionalism

Nursing professionalism is comprised of behaviors, practices, and communication styles that demonstrate core values of nursing working to achieve optimum health outcomes in patients, families, and communities. This includes conduct that applies the principles of altruism, excellence, caring, ethics, respect, communication, and accountability. Students learn these principles through the practice of nursing, self-assessment, self-reflections, responsible learning, accountability, effective communication, and continuous professional engagement.

3.2.2 - Safety

The term “patient safety” implies the prevention of harm to patients. It includes human factors, teamwork, communication, patient management, and clinical performance. Professional nurses strive to deliver care that is grounded in evidence, of the highest quality, and safe.

3.3 – Academic Requirements

Students who are having academic difficulty should contact the faculty teaching the course early in the session. This allows the opportunity to make a plan for improvement and determine strategies
that may be helpful. Students should also contact their academic advisor for additional resources and assistance. A delay in contacting faculty or the advisor for assistance may make it difficult to be successful in a course. For specific academic requirements for the Nursing Program, refer to the University Catalog.
Chapter 4: Compliance

Before beginning any Nursing course (NUR) all students in all programs are required to satisfy all compliance requirements including an annual health assessment and physical examination, proof of immunizations, annual influenza vaccine, Verification of Technical Standards, a Level II Criminal Background Check including fingerprinting, drug screening, Basic Life Support for Healthcare Providers (BLS), from the American Heart Association (AHA), and carry personal health insurance. These requirements constitute Nursing’s Compliance Policy.

4.1 - Compliance Requirements

Hodges University Nursing Programs require all nursing students to be in full compliance, regardless of the NUR course in which they are enrolled including courses without a clinical component. In order for a student to be considered in full compliance, all of the Nursing compliance requirements (with the exception of the influenza vaccine) must be valid for the entire academic year. None of the compliance requirements may expire at any time during the academic year. The dates for this are determined by the student’s first nursing session. The deadline for the influenza vaccine will be announced annually.

All compliance requirements, except for the influenza vaccine, must be uploaded to and in an approved or completed status by Castlebranch, a compliance certification vendor, prior to the start of the student’s first session. Proof of the influenza vaccine must be uploaded to and in an approved or completed status by a date determined by the Nursing Programs. Students are advised to upload their compliance materials at least 2 weeks prior to the due date to allow processing time for approval. Any student who does not fulfill the compliance requirements by the beginning of the session is at risk for losing their clinical placement.

Compliance documents are managed by a third party vendor, Castlebranch. All students must purchase and create an online account to upload all compliance documents into the online account while enrolled in any Hodges University Nursing Program. The Director of the Program or his or her designee will monitor the compliance of students.

4.2 - Health Status and Proof of Immunization

Students are required to submit a Health History and Physical Examination, Immunization Record, and Verification of Technical Standards Form prior to enrollment in the nursing program and to submit an annual Health History and Physical Examination form annually.

In addition, students are responsible for sharing personal health information that may affect safety and performance in the classroom and clinical areas. Should a student have a health problem or hospitalization that interferes with classroom or clinical activities, the student will be asked to obtain a health clearance documentation from the student’s health provider in order to continue with the Program. This form will be given to the Director of the Program. If the student is unable to continue with the Program, the student will request a leave of absence (LOA) for health reasons or be administratively withdrawn from the Program.
### 4.3 - Compliance Requirements

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>1. <strong>HEALTH HISTORY AND PHYSICAL EXAMINATION</strong></td>
<td>A licensed health care provider must complete and sign the form. The University form must be used.</td>
</tr>
<tr>
<td>2. <strong>IMMUNIZATION FORMS</strong>*</td>
<td>This Form can be found in the forms library.</td>
</tr>
<tr>
<td>3. <strong>VERIFICATION OF NURSING TECHNICAL STANDARDS FORM</strong></td>
<td>In addition to the licensed health care provider, the student must read and sign the form. The document must be uploaded to Castlebranch. This form can be found in the forms library.</td>
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| 4. **CARDIOPULMONARY RESUSCITATION CERTIFICATION (CPR)** | Only the following courses are accepted. Each of these is valid for two years. The certification must be valid for the entire academic year.  
1. American Heart Association (AHA) – BLS Course for Healthcare providers. Submit the front and back of the signed AHA certification course to Castlebranch.  
| 5. **TB SKIN TEST (ALSO CALLED PPD)** | Complete documentation includes the date that the skin test was administered, the date that it was read, and negative results OR a lab report showing a negative QuantiFERON TB Gold or T-SPOT blood test and test date. Blood tests are valid for three years.  
If there is a positive result or a known history of a positive result at chest X-ray must be done. It is valid for 2 years. The tests must be administered on or after December 1, in order to be valid for the entire upcoming calendar year. |
| 6. **LEVEL II CRIMINAL BACKGROUND CHECK AND FINGERPRINTING** | The student must order a Level II Criminal Background Check and Fingerprinting through Castlebranch. |
| 7. **DRUG SCREENING** | The student must order a drug screening check through Castlebranch. |
| 8. **HANDBOOK CERTIFICATION DOCUMENT** | The student must print the emailed Registration Terms and Conditions, sign the document, and upload it to Castlebranch. |
| 9. **AUTHORIZED TO DISCLOSE INFORMATION STATEMENT** | The student must read the form, sign the form, and upload it to Castlebranch. |
### PRIOR TO SESSION START

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<td>10</td>
<td>INFLUENZA VACCINE</td>
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### PRIOR TO ENROLLMENT

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<tr>
<td>11</td>
<td>MMR (MEASLES, MUMPS, AND RUBELLA)</td>
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<tr>
<td>12</td>
<td>VARICELLA ZOSTER (CHICKEN POX)**</td>
</tr>
<tr>
<td>13</td>
<td>TDAP (TETANUS, DIPHTHERIA, AND PERTUSSIS)</td>
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### OPTIONAL

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<td>14</td>
<td>HEPATITIS B</td>
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<tr>
<td>15</td>
<td>MENINGOCOCCAL VACCINE</td>
</tr>
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<td>POLIO</td>
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*Immunity must be demonstrated through blood tests (titer) for some conditions. A copy of the lab report is required for each titer; a practitioner’s documentation of a “positive titer” is not adequate.*
Immunization records are shared with faculty for clinical facilities requesting such information. Otherwise all student health records are considered confidential and not released.

**Varicella Zoster (Chicken Pox) -** Varicella-zoster, the virus that causes chicken pox and shingles is believed to be transmitted by the respiratory route and is highly contagious. Incubation period from an exposure to the development of the rash is usually 10 to 21 days. The virus is believed to be contagious prior to the onset of the rash. Any student with a negative varicella titer and who has not completed the varicella immunizations, and who is to have known exposure to chicken pox or shingles will not be allowed to participate in clinical activities until the 21-day incubation period has passed.

**4.4 - Level II Criminal Background Check and Drug Screening**

A Level II Criminal Background check with fingerprinting and Drug Screening will be required of applicants who have been conditionally accepted, returning students prior to enrollment or reenrollment, and on an annual basis for students in the Nursing Program. Nursing Program administrators may also request a Criminal Background Check and/or Drug Screening on a student at any other time during enrollment.

- Applicants will sign a Criminal Background Check and Drug Screening Acknowledgement form after conditional acceptance.
- Applicants or students are responsible for payment of the Criminal Background Check and Drug Screening fee. This fee is paid to the vendor selected by the Nursing Program.
- Applicants and students will complete a drug test including but not limited to the following: Alcohol, Amphetamines, Cannabinoids, Phencyclidine, Opiates, Barbiturates, Benzodiazepine, Synthetic Narcotics: Methadone, and Propoxyphene.

A Criminal Background Check free of any conviction or pending conviction and negative drug screening is typically required for placement in clinical settings. Clinical placement is a requirement for Nursing Program completion. Therefore, unsuccessful Criminal Background Checks or Drug Screening may prevent the student from completing the Nursing Program. Hodges University assumes no obligation to locate an alternative site and cannot guarantee the completion of degree requirements for such an individual. Furthermore, Hodges is under no obligation to refund tuition or fees or to otherwise accommodate a student if deemed ineligible to complete course requirements based on the results of a criminal background check or drug screening, or if the student is unable to obtain licensure.

Unless otherwise provided by law or regulation, a criminal record will not automatically disqualify a student, however State laws generally permit a state licensing board or agency to deny a license to practice if the applicant has been convicted of a felony or other specified crime(s). Students whose Criminal Background Check results indicate potential inability to be placed in a clinical agency or hold a license will be notified and counseled. Any student who had any evidence of an issue in his or her background may be interviewed to elicit further information. The student may be informed that he/she may not be allowed to continue enrollment in the Program, be placed in a clinical agency, sit for a licensure exam, or be issued a license.

**4.5 - Health Insurance**
All nursing students must carry personal health insurance for the entire time they are in the program. Documentation of the health insurance must be uploaded to Castlebranch annually.

**Chapter 5: Clinical Placements**

**5.1 - Clinical Locations**

Clinical and observational experiences for nursing students take place in a wide range of health agencies in Collier and Lee counties. Clinical placements include, but are not limited to, acute care agencies (hospitals), extended care facilities, city and county health departments, schools, preschool enrichment programs, child health centers, community mental health agencies, senior citizen centers, and hospices.

As a result of the various clinical locations, nursing students are expected to travel for these experiences. Some of the clinical locations may be as far as one hour from the University. Students are responsible for their own transportation to clinical sites and the associated costs, if any.

In many clinical placements, secured space may not be provided for books and other valuables, therefore it is recommended that students leave personal belongings and valuables at home. Neither Hodges University nor the clinical site will be responsible for lost or stolen items.

**5.2 - Onboarding**

Onboarding is composed of completing various institutional requirements. For a successful placement, students must complete all onboarding requirements by communicated deadlines. If onboarding requirements are not completed by the communicated deadlines, students will be removed from clinical placement for the session. Student onboarding requirements must be valid during dates of clinical placement.

Onboarding may include, but are not limited to, completion of forms, assessments such as a free eye test, or educational modules regarding the institution. In-person training and orientations set forth by the clinical agencies may be part of the onboarding process. These include essential areas of information deemed vital to faculty, students, and other health center personnel who participate in direct patient care. These include, but are not limited to:

- Fire Safety
- Patient Safety
- Infection Control
- HIPPA

**5.3 - Confidentiality**

The Health Insurance Portability and Accountability Act (HIPPA) governs the use and release of a patient’s personal health information (PHI) also known as “protected health information”. It is imperative that all students and faculty with any access to a clinical setting comply with HIPPA rules.
and regulations. This includes understanding HIPPA and training in HIPPA that meets the clinical agency requirements. Students also must follow agencies policies regarding use of and access to electronic medical records.

5.4 - Infection Control

Faculty and students will comply with current Center for Disease Control guidelines for Standard Precautions in the care of all patients. Patients may be on other precautions as well and the student will follow the agency policy.

5.5 - Clinical Skills

Students must be able to perform the designated skills and competencies and pass medication calculation testing for their course. Students are notified in advance of the specific skills and competencies they are required to perform. Assistance and practice opportunities will be available.

5.6 - Attendance

5.6.1 - Classroom and Laboratory Attendance

Attendance is an important component of academic success. Students are expected to be present, punctual, and participatory in class. If a student is absent on a class day, the student must notify the faculty prior to the scheduled class time. If a student is absent for an examination and fails to notify the course faculty or notify the nursing department, the student may not be able to take the exam. Additionally, a late penalty may be extracted for make-up laboratory proficiency exams or clinical experiences. Attendance will be taken in the classroom, in any online course component, in the laboratory, and in the clinical area.

5.6.2 - Clinical Attendance

Attendance at all clinical experiences is mandatory. All missed clinical days, including excused and unexcused absences, must be made up. A fee may be charged for any clinical make-up days. It is the responsibility of a student to promptly inform his or her instructor in the event of an absence or illness. In addition, if the student cannot contact the instructor, the student should call the unit to which he or she is assigned at least one hour (or earlier, if possible) before the scheduled clinical time.

- Excused: An excused clinical absence requires the permission of the instructor for reasons such as illness or a family emergency. All excused absences require appropriate documentation from the student, such as a note from a health provider for an illness.
- Unexcused: An unexcused clinical absence is an absence from the scheduled clinical activity without permission of the instructor. Students having two unexcused absences may be withdrawn from the course. Examples of unexcused absences include:
  - Not calling in advance of clinical time
  - Not showing up for clinical
  - Missing clinical because compliance or onboarding requirements are not complete
Being asked to leave clinical for reasons such as lack of preparation or unprofessional behavior

When reporting an illness or absence, students need to provide the following information:

- Name
- Date
- Nature of illness
- Anticipated date of return

After a student misses two clinical days for any reason, the Director of Nursing will be notified by the course faculty. The course faculty will recommend whether the student should be allowed to complete the course or should be withdrawn from the course. This decision will be made on a case-to-case basis considering factors such as centrality of the missed experiences, opportunity to make up the experience, and projected length of time of absence. The grade received will be determined using the standards outlined in the University Catalog.

The student is responsible for informing the course faculty regarding anticipated health issue or situations resulting in an interruption of the program. Anticipated absences of more than three days are reviewed by the course faculty, in consultation with the Director of Nursing, to determine the student’s ability to complete the course based on the factors listed above.

Occasionally, students will have special health concerns. Students are obliged to report any type of health problems that could affect their ability to safely care for patients or their own safety. Examples include but are not limited to: unstable diabetes, seizures, being immune compromised, contagious infections, and severe clinical depression. The ability of a student to have a safe experience is determined by the Nursing Department, the student’s health care provider, and agency requirements and policies.
Chapter 6: Clinical Uniforms and Dress Codes

A clinical placement dress code has been established in recognition of the fact that the mode of dress does affect the establishment of rapport and a working relationship with patients, families, and other care providers. Please reference Nurse-Patient Relationships and Professional Conduct sections of the Student Handbook and the Nursing Student Handbook. Nursing students are expected to wear Hodges University clinical uniforms when giving nursing care, unless a different policy is specifically defined by the clinical unit or agency. This occurs most often in Community Health, Psychiatric Mental Health, and other community agencies. Course faculty will advise students of the agency guidelines for attire in these settings prior to the beginning of the clinical experience.

6.1 - Professional Appearance and Uniform Guidelines for Clinical Courses

Students must appear neat, clean, and professional at all times when visiting clinical sites. The Hodges University BSN nursing uniform includes:

1. **Uniforms:** White scrub tops with the Hodges University logo on the front pocket and burgundy scrub pants comprise the uniform. Students must also have a white scrub jacket with the Hodges University logo on the front. Uniforms must be clean, neatly pressed, and worn so that the elastic of the pants is at the student’s waist and leg length does not drag on the ground at the heel. The top must cover the student’s hips. The uniform should be loose enough that it allows the student full movement.

2. **Identification:** Hodges University student uniforms must include a photo ID badge that is worn in a visible location.

3. **Shoes and Hosiery:** White or flesh-toned socks or stockings must be worn with uniforms. Shoes must be all white, clean, and made from leather and must enclose and protect the toe and heel. Athletic type of shoes may be worn, but they must be white leather (no mesh). Shoelaces must be white and clean. No sandals are permitted.

4. **Hair and Head coverings:** Student’s hair is expected to be up off the shoulder and/or appropriately styled for the work setting. Long hair which may flow over patients or that could interfere with duties or present a potential hazard must be tied back without excessive ornamentation or be contained. No unnatural hair colors or party colors are permitted. Mustaches, sideburns, and/or beards must be neatly trimmed. Students with facial hair may be asked to use beard or mustache covers to comply with agency policies. Religious, cultural, or medical head coverings for men and women are permitted (e.g. yarmulke, hijab).

5. **Nails:** Nails must be clean and trimmed to a short length that will not place the client at risk for injury. No nail polish may be worn. Acrylic nails are prohibited as they harbor microorganisms that place patients at risk.

6. **Jewelry:** Only one small stud/post earring per ear is allowed on the lower earlobe. No dangling or hoop-style earrings are permitted. The only rings worn are plain metal bands. No visible body piercing, including tongue jewelry, is allowed. No necklaces,
bracelets (unless medical alert), pendants, pins, or buttons may be worn. Students must wear a wrist watch with a second hand.

7. **Body art:** Body art (tattoos) must be covered by clothing. A white undergarment, such as a long sleeve t-shirt, may be required to cover body art that extends down the arms.

8. **Miscellaneous:** Make-up must be kept to a minimum. No perfume, aftershave, cologne, or noticeable scented lotions or other products should be used. Students must be clean and free of offensive odors, including cigarette odor. No gum chewing permitted. Neutral (i.e. white or flesh toned) undergarments must be worn (designs and colors should not show through uniform or clothing).

6.2 – **Attire Guidelines for Community Clinical and Psychiatric Mental Health placements**

6.2.1 - **Professional Business Attire**

- Suit or jacket and pants or a skirt (knee length); tailored dress shirt or blouse
- Shoes - Comfortable with low heel; coordinates with attire, clean and shined
- Stockings or socks – to complement attire
- Jewelry – simple
- Belt (if applicable)
- Tie (for male students, if applicable)
- Hodges University photo ID badge

6.2.2 - **Casual Business Attire**

- Shirt or blouse with collar or polo style
- Slacks
- Chinos or Khakis – pressed
- Skirt (knee length)
- Blazer or sweater
- Loafers, flats, or laced-up shoes
- Hodges University photo ID badge

6.2.3 - **Psychiatric Mental Health**

Business casual or conservative street clothes may be designated attire required by certain mental health settings, check with instructor prior to clinical. Shoes should be comfortable for walking and allow for participation in a variety of activities with patients. Hodges University photo ID badges should always be worn unless otherwise stipulated by clinical agency.

6.2.4 - **Inappropriate Attire**

Inappropriate Attire includes t-shirts, tank tops, denim, shorts, skirts shorter than 2 inches above the knee, tight-fitting or suggestive clothing, flip flops, sneakers, sandals, athletic wear including hoodies, leggings, bare midriffs, or low-cut garments (low-cut necklines or low-rise pants).
6.3 - Equipment Needed

Students must bring to clinical the following items:

- Bandage scissors
- Watch with second hand
- Stethoscope
- Ballpoint pen with black ink
- Pocket size notebook
- Penlight

6.4 - Accidents During Clinical Experiences

If a nursing student is injured (including a needle stick) during a clinical experience, he or she must immediately contact the clinical instructor. The clinical instructor will alert appropriate staff at the facility and will assist in the submission of reports to the clinical agency and University. The student may be sent to Employee Health Services, or if the injury is serious, to the Emergency Department. A copy of this University’s report will be placed in a student’s file.

6.5 - Illness, Injury, or Impairment

Students who become ill or injured in the classroom or clinical setting will report to the faculty responsible for the student to determine the appropriate course of action.

In the event of an illness or injury at a clinical site the ill or injured student is directed per the policy of the agency to the appropriate level of care. In an emergency situation, the policy of the agency is followed for assessing care urgently. Reporting of the event is to be completed per the agency policy. Associated medical and hospitalization charges not covered by insurance are the responsibility of the student. During clinical learning experiences in the hospital, students are not employees, and thus are not covered by Workmen’s Compensation. Accident or injury care expenses will be billed to the student’s health insurance plan.

6.6 - Malpractice Insurance

Hodges University provides malpractice insurance for all nursing students. Students who hold professional licensure may wish to obtain additional malpractice insurance from a private organization (e.g. American Nurses’ Association ANA).

6.7 - Pregnancy

A student who is pregnant may continue in clinical practice as long as her health status is satisfactory and she is able to complete her clinical assignment. A note from her health care provider indicating the safety of participation in clinical activities may be required. For the safety of the student who is pregnant and her unborn child, she must not enter where radioisotopes or x-ray therapy is being administered. Students who are pregnant should consult with their faculty member
well in advance of their clinical assignment. Clinical agencies may have policies that determine the placement of students during pregnancy and assignments will be made accordingly.

**6.8 - Inclement Weather**

When the University is closed due to inclement weather, classes and clinical experiences, including skills laboratory sessions will be cancelled. However, course work and clinical time must be made up.

**6.9 - Clinical Evaluation**

Each course with a clinical component has a Clinical Evaluation Tool (CET) that demonstrates a progression throughout the Program in expected level of achievement (ELAs). These serve to guide the student toward attainment of course and end-of-program student learning outcomes. The CET is graded as: Excellent (4 pts), Above Average (3 pts), Average (meets competencies 2 pts), Below Average (1 pt.), Fails to meet Standard (0 pts). system for meeting criteria. These evaluations are completed by the clinical faculty and reviewed with the student mid-term and at the end of the session for BSN clinical courses. Faculty provide feedback by documenting the student level of achievement for each course student learning outcome, including anecdotal comments. By the end of the course, students must be competent in all of the required criteria. The final clinical grade, a component of the course grade, is expressed as either “pass” (P) or “fail” (F). Students must pass the clinical portion of the course to pass the course.

**6.10 - Progression within the Bachelor of Nursing Program**

Before beginning any nursing (NUR) course, all students are required to satisfy all compliance requirements. Students must be in full compliance with all of the requirements (with the exception of the flu vaccine) for the entire academic year. Additionally, students may be required by a clinical agency to meet additional compliance requirements. In these situations, students will be informed of this via email by the course instructor.
Chapter 7: Bachelor of Science in Nursing

7.1 – Course Load

Students should refer to the University Catalog for information on course loads for the nursing program.

7.2 – Transfer Credit

Students should refer to the University Catalog for information on transfer credits.

7.3 – Course Progression for the BSN Program

Students should refer to the University Catalog for information on course progression for the BSN program.

7.4 – Grading

Students should refer to the University Catalog for information on grading.

7.5 – Academic Support

Students who are having academic difficulty should contact the faculty teaching the course early in the term. This allows the opportunity to make a plan for improvement and determine strategies that may be helpful. Students should also contact their academic advisor for additional resources and assistance. A delay in contacting faculty or the advisor for assistance may make it difficult to be successful in a course.

7.6 – Theory

The theory portion of the course indicates the extent to which the student has achieved the student learning outcomes (SLOs) of the course.

Information regarding the components of the course grade are found in the syllabus. The total weight for all theory evaluation methods in each course equals 100%. All theory work is graded and recorded on a percentage basis rounded to the hundredth (second digit after the decimal place); for example, 84.433 = 84.43. Each grade is multiplied by its percentage worth; e.g. an exam worth 20% of the theory grade would be calculated as follows: 84.43 X .20 = 16.89. The final theory grade consists of all the components added together, rounded, and recorded as a whole number. Students will receive the grade that coincides with the numerical grade they have achieved in the course. The theory work is rounded to the hundredth (second digit after the decimal place); for example, an 89.56 is rounded to a 90 and the student would receive an A in the course.

Students can monitor their grades throughout the semester in the learning management system (LMS).

When students have a concern with an academic issue or action during the nursing program, students have the opportunity to express their concern(s) through the proper channels. Every effort should be made to resolve the matter at the instructor level. If the concern is not resolved at that
level, students may schedule an appointment to discuss the issue with the Director of Nursing. Issues not resolved within the Department may then be discussed with the Senior Vice President of Academic Affairs.

The assessment methods for theory portions of nursing courses include examinations, standardized testing, written assignments, online discussions, and presentations.

7.7 – Examinations

The number and weighting (% of total grade) of examinations for each nursing course are specified in the course syllabus. This has been determined by the faculty teaching the course and is based on the type of content and complexity of the student learning outcomes (SLO).

- Examination Policies are as follows: Testing accommodations may be made for those students who have an education accommodation plan on file. It is the student’s responsibility to inform the faculty of this accommodation.
- Examination grades will be available within a week of the exam unless otherwise noted.
- All examinations are to be taken at the scheduled times. Students unable to attend an examination due to illness or an emergency are responsible for notifying the course instructor prior to the examination time. Documentation substantiating the illness or emergency may be required. Make-up options for examinations, including denial for exam make-up, are provided at the discretion of the faculty.
- One make-up exam/quiz will be permitted and must be scheduled within 24 hours. The instructor reserves the right to use a different format for make-up exam.
- Student has three attempts to pass the medication calculation quiz and laboratory skills competencies to pass the course. Students must achieve a “P” (Pass) on clinical evaluation tool to successful pass the course.

7.8 - Standardized Testing

Students are required to take ATI assessments, both Practice and Proctored, as part of their courses. These ATI assessments provide a certain percentage (%) of the final grade in the course. Points for the Practice assessments are based on taking the assessment and remediation; points for the Standardized Proctored Assessments are based on the student score and remediation. In the final nursing course, NUR4048, Transition to Professional Practice; Seminar & Practicum, an ATI NCLEX Predictor Assessment is given. All of the proctored assessments will be administered using a secure, proctored environment.

Throughout the BSN Nursing Program, students use the ATI Complete package. The purpose of this package is to prepare students for nursing practice and the NCLEX exam. By participating in this testing service, students will be able to measure their achievement against national norms that have been researched by the company. The complete package includes: 1) a combination of proctored, secure, web examinations; 2) “unsecured, web tests” for practice; 3) review module booklets for each course. Students have access to their own test results while faculty and administrators have access to the test results of all of the students.
7.9 - Written Assignments

7.9.1 – General

Instructions and rubrics for all assignments will be available on the learning management system (LMS).

7.9.2 – Assignment Policy

All assignments are expected by the designated due dates. These dates are posted on the syllabus. All assignments are submitted via the learning management system (LMS). Extensions must be negotiated with the faculty prior to the scheduled date of submission. Late submission of assignments may result in grade reduction or loss of credit. All assignments must be completed by the end of the academic term.

7.10 - Online Discussions

All online discussions weeks will begin on Monday at 12:01 AM and end on Sunday at 11:59 PM. Students will respond via an initial posting on the topic of the week by Wednesday at 11:59 PM and to two of their peers. The BSN Discussion Rubric contains further information regarding how discussions will be graded.

7.11 - Reflective Journals

Reflective journals will be required in courses with a clinical component. These reflective journals will be maintained on the learning management system (LMS). Topical prompts will be provided for each journal posting. The BSN Reflective Journal Rubric contains additional information regarding how these assignments will be graded.

7.12 – Presentations

Presentations are required in some courses. They will be evaluated using the BSN Presentation Rubric.

7.13 - Other Methods of Evaluation

There may be other methods of evaluation in a course. In those cases, the expectations for the assignment will be clearly conveyed to the student and the percent of final grade will be noted in the syllabus.

7.14 – Clinical

The clinical grade for each clinical nursing course is documented as either a pass or fail. The clinical portion of the course must be passed in order to pass the course. Should a student pass the theory portion of the course but fail the clinical portion, the grade will be recorded as an F. All clinical nursing courses require application of classroom knowledge to the clinical setting. Components of the clinical portion of the course grade include the Medication Calculation Examinations, Laboratory Proficiency Exams, and Clinical Evaluation Tools (CETs).
Students are expected to be able to accurately calculate medication dosages for patients across the lifespan. A medication calculation examination will be given in every clinical course each term during the first week of classes.

Students who fail (score of less than <90%) the first medication calculation exam will be given a Nursing Academic Warning and have two additional opportunities to pass the exam. If a grade of 90% is not achieved after three attempts by the end of the third week of the term, the student may be dismissed from the course. Clinical calculation textbooks and software that include progressive self-study medication related activities are available. Students are encouraged to take practice exams that are provided. Additionally, students should seek faculty for assistance.

7.15 - Laboratory Proficiency Exams

Students are required to pass Laboratory Proficiency exams during each clinical course. Students are provided with preparation materials, as well as practice time in the Clinical Learning Center (CLC). Students who fail a Laboratory Proficiency exam will have two opportunities to retake the exam within the next two weeks. Assistance from faculty and practice opportunities will be available. If a student fails on the third attempt that student may be withdrawn from the course.

7.16 - Returning Students

Students who miss a semester for any reason will be re-evaluated in the Clinical Learning Center (CLC) to determine clinical competency. They may also be required to take a comprehensive examination for any of the courses they have previously successfully passed. Students may be required to retake previously successfully passed courses to ensure competency.

- **Medication Calculation Examinations**
  Students are expected to achieve, maintain, and demonstrate a consistent pattern of accuracy in dosage calculation throughout the curriculum. A Medication Calculation Examination will be given in every clinical nursing course. Students must pass the Medication Calculation Examination, for each course, with a grade of 90% or better. This grade is not calculated as part of the theory grade. Students exhibiting a pattern of difficulty with medication dose calculation will be provided with remediation. Students may attempt the Medication Administration Examinations up to three times until a grade of 90% or better is achieved. Students may not administer medications in any course until they have passed the Medication Calculation Examination. Students who have not passed the medication calculation examination with a 90% or better after 3 attempts will receive a failing clinical grade and therefore a failing grade for the course and dismissal from the program.

- **Laboratory Proficiency Exams**
  Students are given clinical laboratory examinations throughout the program. Students are allowed three attempts to successfully pass these examinations. When students exhibit a pattern of difficulty with the laboratory examinations, they will be provided with remediation. Students who have not passed each clinical laboratory examinations after 3 attempts will receive a failing clinical grade and therefore a failing grade for the course and dismissal from the program.
Clinical Evaluation Tools (CET)
Each course’s Clinical Evaluation Tool (CET) has been designed specifically for that clinical course and include achievement of Course Outcomes, specific skills needed in that clinical area, and competencies associated with professional nursing practice. Competencies for each CET includes the expectation of satisfactory completion of clinical paperwork and assignments.

7.17 - Medication Administration (Non-Intravenous Medications)

Medications are to be administered according to the policies and procedures of the Program and each clinical agency. Students may not accept a verbal or telephone order for any medication.

Students are expected to be familiar with the purpose, action, dosage, possible interactions, side effects, and nursing considerations prior to the administration of a prescribed medication. All medication preparation for administration must be done under the direct supervision of the clinical instructor. Students must correctly calculate divided doses of medication. The administration of medications to the patient is at the discretion of the faculty, clinical site, and patients. Students, under the direct supervision of the clinical faculty, administer medications according to agency policies and procedures. Administration of medications safely is a requirement of all medical surgical nursing courses. Inability to administer medications safely will result in a student being placed on nursing academic warning. Students will not be able to administer medications when the following has occurred:

- The medication renewal time has expired
- The patient does not have two identifiers
- The medication was prepared by another person. Exceptions to this include medications prepared and labeled by the pharmacy staff.

The student should verify each medication to be administered with the physician's order prior to administration time. The student should assess necessary baseline parameters prior to administration, e.g. lab values, vital signs, time of last administered dose, allergies, etc. Medications will be given according to the "Seven rights" for administration of medications:

- Right Drug
- Right Dose
- Right Route
- Right Patient
- Right Time
- Right Documentation
- Right to Refuse

Medications should be prepared, scanned, and administered to one patient at a time under the direct supervision of the clinical faculty. All medications are to remain in original packaging until scanned into medication administration system. Patient identification should be confirmed using at least two identifiers according to agency policy prior to the administration of medications. The student should verbally review all medications with the patient before administering when appropriate. The student must observe the patient taking the medication. Medications must not be left at the bedside. If the patient does not take the medication the student should follow the agency
policy regarding disposition and documentation of the unused medication. Students and clinical faculty should scan and document the administration of the medication according to agency policy. The clinical faculty will review all medications administered by students according to agency policy. If a medication variance is noted, faculty and when possible, the student, must notify the appropriate agency representative regarding a variance report.

7.18 - Medication Administration (Intravenous Solutions and Medications)

IV solutions and medications are to be administrated according to the policies and procedures of the Program and each clinical agency. Students may not accept a verbal or telephone order for any IV solution or medication. The role of the student in the nursing care of the individual with IV therapy is as follows:

- The student is responsible for the assessment and maintenance of the IV infusion in progress and may administer selected IV medications, hang IV solutions, change IV lines and flush Intermittent Venous Access Devices (IVAD) under the direct supervision of faculty in accordance with agency policy.

- The student is expected to be familiar with the purpose, action, dose and rate, possible interactions, side effects, compatibilities and nursing considerations prior to administration of a prescribed IV solution or medication. All IV solutions and medication preparation must be done under the direct supervision of the clinical instructor.

- Students and clinical faculty will administer medication according to agency policies and procedures. Safe administration of IV medications is a clinical requirement. Inability to do so will result in a student being placed on nursing academic warning and possible dismissal from the program.

- A student may not administer an IV solution or medication when the medication renewal time has expired, the patient does not have proper identification (according to agency protocol) or the solution or medication was prepared by another person. The only exception to this is IV solutions or medications prepared and labeled by the pharmacy staff.

The student and faculty should verify each IV solution and medication to be administered by the student according to agency protocol.

The student should assess necessary baseline parameters prior to administration, e.g. lab values, including IV drug lines, vital signs, time of last administered dose, urine output, allergies, etc.

IV solutions will be given according to the “Seven Rights” for administration of medications:

- Right Drug
- Right Dose
- Right Route
- Right Patient
- Right Time
- Right Documentation
- Right to Refuse
IV solutions and medications should be prepared, scanned, and administered to one patient at a time under the direct supervision of the clinical faculty. Patient identification should be confirmed using at least two identifiers according to agency policy prior to the administration of IV solutions or medications. The patency of the IV line and site should be assessed prior to and during the administration of the IV solution or medication. All IV solutions or medications should be labeled according to agency protocol. The student will verbally review the IV medication with the patient, when appropriate. The patient will be observed to determine response and side effects to IV therapy and medications. Students and faculty will scan and document IV solutions and medications and will document on intake and output record according to agency protocol.

7.19 - Nursing Student Program Completion

7.19.1 - Student Exit Interview and Survey (Prior to Graduation)

Students in the final semester will have an exit interview with an assigned faculty member to share their thoughts regarding the Program and make recommendations for improvement. In addition, they will be given a confidential survey (Nursing Student Evaluation of Program at Graduation Tool (NSEPG)), regarding satisfaction with the Nursing Program including meeting end-of-program student learning outcomes. All written and verbal data will remain confidential and be reported in the aggregate.

7.19.2 - Faculty Evaluation of Student Final Summary

A final summary is written for each student by the assigned faculty at the end of the program describing his/her attainment of the end-of-program student learning outcomes. It is written no longer than one month before a student’s completion. The faculty will use the Clinical Evaluation Tools (CETs) as a guide for this evaluation of the student’s progress in meeting the end-of-program student learning outcomes (SLOs). This document is then signed by the student and faculty and placed in the student’s nursing file. Any honors or awards the student has received will be noted in the summary. This summary remains as part of the graduate’s record ad infinitum and is used as the basis for references.
Chapter 8: Licensure

8.1 - Application for Licensure

Once the degree has been awarded (not when the session is finished) the Director of the Program will send the list of the names of all the graduating students to the Board of Nursing. It takes the Board of Nursing of the State of Florida as long as several weeks to process this document. When the Director is notified that the State has processed the list of graduates, the Director will contact the graduates and inform them that they are now able to apply to take the National Council Licensure Examination (NCLEX) licensure exam as a registered nurse (RN).

8.2 - The NCLEX-RN Application

The NCLEX Candidate Bulletin and Information can be downloaded online from Pearson Vue’s the NCLEX Examination page.

Prior to beginning the application process, it is strongly recommended that students visit that state to which they require licensing Board of Nursing (BON). The website for Florida is floridanursing.gov.

The Florida Board of Nursing licenses, monitors, disciplines, educates and, when appropriate, rehabilitates its licensees to assure their fitness and competence in providing health care services for the people of Florida. The sole legislative purpose in enacting the Nurse Practice Act is to ensure that every nurse practicing in Florida meets minimum requirements for safe practice. It is the legislative intent that nurses who fall below minimum competency or who otherwise present a danger to the public shall be prohibited from practicing in the State of Florida.

To apply for Florida licensure:

1. Submit application fees to the Florida Board of Nursing (FLBON) and begin registration with Pearson VUE, the testing vendor. See the following website for more information: http://www.vue.com/nclex/. The Code for Hodges University is: US70512700

2. Schedule an electronic fingerprint appointment with a Livescan service provider; submit to fingerprinting.

3. Once all materials are submitted, an application specialist will review them. It may be necessary for the application specialist to request additional information.

4. If eligibility requirements are met, the applicant will receive an eligibility letter with instructions regarding registration with Pearson VUE. Approval is transferred to Pearson VUE.

5. Once Pearson Professional Testing receives the edibility to test from the Board of Nursing, graduates will receive an Authorization to Test (ATT) from Pearson Professional Testing. DO NOT LOSE THIS FORM.
6. Schedule exam. Students must take the NCLEX within 90 days of receiving ATT.

7. Upon passing the licensure examination the initial license is issued within 7-10 days.

To apply for RN licensure in a state other than Florida:

1. A student may apply for RN licensure in the state he or she wishes to practice. The student should contact the State Board of Nursing in the state the license will be sought. Specific information regarding examination requirements in states other than Florida may be procured from the appropriate State Board of Nursing. For more information, visit the National Council of State Boards of Nursing.

2. Read all instructions carefully.

3. Complete a Certificate of Completion/Certification for Education from the application and bring it with the instructions to the department of nursing. It is important to have the specific instructions with the certificate as various State Boards of nursing have different procedures.

4. Once the student completes all BSN Program requirements, the Nursing Department will send the information to the appropriate State Board of Nursing.

5. The Hodges University Code is: US70512700.

If an official copy of the student transcript with the BSN degree posted is required for state licensure, a student is able to order a copy an official copy of his or her transcript from the Hodges University Website.
Appendix 3: Clinical Mental Health Program Handbook
Clinical Mental Health Counseling

Table of Contents

Chapter 1: General Information ............................................................................................................. 157
  1.1 - Mission Statement and Program Principles .............................................................................. 157
  1.2 - Program Academic Advisor .................................................................................................. 157
Chapter 2: Program Information ........................................................................................................... 159
  2.1 - Information for Online Students ............................................................................................. 159
    2.1.1 - Synchronous Classes ....................................................................................................... 159
    2.1.2 - Residencies ..................................................................................................................... 159
  2.2 - Practicum and Internship .......................................................................................................... 159
    2.2.1 - General Information ....................................................................................................... 159
    2.2.2 - Insurance ....................................................................................................................... 161
    2.2.3 - Site Supervisor Responsibilities for Practicum and Internship ..................................... 161
    2.2.4 - Faculty Supervisor/Clinical Coordinator Responsibilities for Practicum and Internship .... 162
    2.2.5 - Student Responsibilities for Practicum and Internship .................................................. 163
  2.3 - Licensure ..................................................................................................................................... 163
  2.4 - Personal Growth ......................................................................................................................... 164
Chapter 3: Academic Requirements ...................................................................................................... 165
  3.1 - Student Suitability for the Counseling Profession Review and Retention Requirement .......... 165
  3.2 - Progress as a professional counselor ....................................................................................... 165
  3.3 - Dismissal ..................................................................................................................................... 166
  3.4 - Student Development Plan (SDP) ............................................................................................. 167
  3.5 - Opportunities to Join Professional Organizations ................................................................. 167
    3.5.1 - Professional Organizations in Southwest Florida ............................................................ 167
    3.5.2 - Professional Organizations in Florida ............................................................................... 167
    3.5.3 - Online students .................................................................................................................. 167
    3.5.4 - National Professional Organizations ............................................................................... 168
  3.6 - Requests for Faculty Letter of Recommendation: ................................................................. 168
Chapter 4: Behavioral Standards ........................................................................................................... 169
  4.1 - Professional Attitude and Behavior .......................................................................................... 169
  4.2 - Expected Attitudes and Behaviors .......................................................................................... 169
Chapter 1: General Information

1.1 - Mission Statement and Program Principles

Mission: The Hodges University Clinical Mental Health Counseling program develops Master level students with a current knowledge base, solid skill base and an integrated professional value system in order to excel as Licensed Mental Health Professionals. To achieve its mission, the Clinical Mental Health Counseling program supports the following principles:

- To develop students’ counseling skills through cognitive, affective and psycho-motor practice informed by professional feedback.
- To develop students’ practice identity through exposure to current theory and effective practices, and by adopting the theories and practices for which students have an affinity.
- To integrate students’ lifelong learning approach with their knowledge base through review of the latest writing and research.
- To support students’ continued affective learning by continual personal growth and psycho-motor learning by continual practice and professional feedback.

1.2 - Program Academic Advisor

The first aim of the advising process is to assist the student to discover his/her aptitudes and interests in the Clinical Mental Health Counseling field. This is a process which is accomplished over time. The Student Experience Advisor, in consult with the Program Chair, will be able to help and assist with resources available at the school and in the community to help the student with his/her decision-making.

There are several required classes that the student will take early in his/her academic career. Then, as the student starts to make plans for where the student would like to participate in his/her Practicum and Internship, as well as choose his/her program electives, hopefully his/her discussions about career direction will facilitate the student to pick appropriate placements and course electives. The Student Experience Advisor will touch base with him/her each session to indicate what classes are recommended and check in with the student on his/her career thoughts. The student is advised to make an appointment to discuss these issues personally with his/her Student Experience Advisor, in consult with the Program Chair.

Additionally, program faculty can provide other perspectives for the student and he/she is encouraged to tap into their knowledge and experience. The student may find particular faculty have interests and experience in a direction he/she wants to go. The student’s Student Experience Advisor will encourage the student to discuss his/her career questions with other program faculty, as well as key professionals in the community.

At the start of the student’s academic career he/she also will be given a checklist of courses he/she will need to take to complete the program and graduate. The student is encouraged to use this checklist to keep track of his/her progress. The student should ask for another copy if he/she loses one. The Student Experience Advisor will provide the student with a tentative Graduation Plan which identifies the courses to take each session in order to stay on track for graduation.
The Clinical Mental Health Counseling Program curriculum can be viewed in the University Catalog.

The Student Experience Advisor will assist the student to tailor the program planning sequence to his/her needs.
Chapter 2: Program Information

2.1 - Information for Online Students

2.1.1 - Synchronous Classes

For all classes that are taught in the fully online format there will be 6-8 hours of synchronous class time. What this means is that all of the students and the instructor will meet together at a pre-determined time to go over class material and discuss class concepts. These sessions will be conducted utilizing WebEx, an online meeting tool that allows us to share PowerPoints, utilize audio and video as well as be able to chat via text. You will be required to have a computer or tablet that has a camera and a microphone (either internal or external) in order to attend and participate in the classes.

2.1.2 - Residencies

All students in the online format of the program will be required to attend 4 weekend-long residencies during their time in the program. The residencies will take place in the fall and spring sessions. There will be morning and afternoon sessions on Friday and Saturday, and a morning session on Sunday to allow for traveling on Sunday evening if necessary. These sessions will serve to provide you the opportunity to learn and practice your counseling skills as well as be involved in experiential learning for each of the core areas of counseling practice. It is imperative that the students read the pre-residency materials that will be provided one month prior to the residency dates and come prepared to discuss the concepts and participate in all activities.

2.2 - Practicum and Internship

2.2.1 – General Information

Practicum and Internship begin to expose the student to real professional settings and experiences. Each student must plan how she/he will handle this commitment in advance. Students admitted prior to the Winter 2017 session are required to complete a 200-hour practicum, including 40 clock hours of direct care to clients, and three 267-hour Internships including 80 hours of direct care to clients per session of Internship. This will require a commitment of an average of 11 hours a week for practicum in addition to the Practicum class, and an average commitment of 15 hours a week for each of the three Internship classes. The 200-hour Practicum requirement and 267-hour Internship requirement includes the 45 hours spent each session under supervision in your course.

Students admitted in Winter 2017-Summer 2018 are required to complete a 155-hour practicum, including 40 clock hours of direct care to clients. Students can then select from two options to complete Internship. The first option is to complete Internship over the course of three sessions, for a total of 200 hours on site including 80 hours of direct care to clients per session. This will require an average commitment of 13-15 hours a week for each of the three Internship classes.
The second option is to complete Internship over the course of two sessions, for a total of 300 hours on site including 120 hours of direct care to clients per session. For all cohorts starting Fall 2019 or later, this option is the only option available. This option will require an average commitment of 20 hours a week for each of the two Internship classes. Students will also be receiving 45 hours each session under supervision in the course.

The student’s Student Experience Advisor, in consult with the Program Chair, will assist the student to set up a realistic graduation plan, allowing for the increased hours onsite at the agency. Additionally, the student must complete certain requirements while in the Practicum and Internship. For example, students must document an hour of supervision with the site supervisor, who is in most cases an LMHC licensed therapist who supervises a student’s work at the agency.

The classwork in Practicum and Internship will focus on the student’s experience at the placement, both in his/her adjustment to the professional work world and in the improvement of his/her clinical knowledge and skill set. The Clinical Coordinator, one of the Hodges faculty members, will assist the student in creating the best possible educational experience for him/her while first ensuring client safety and welfare.

The student is representing himself/herself as a future professional in training, as well as being a representative of the Hodges University student body while at the agency site. Many students are able to find employment through Internship experience, and therefore should consider the experience as an extended interview. Site supervisors (and prospective employers) will evaluate punctuality, consistent production of on time documentation, student ability to follow supervision, and other important work factors in addition to the student’s expanding clinical knowledge and skill.

Any and all problems or adjustment issues on site should be reported to the Clinical Coordinator, who will assist the student to problem-solve any concerns or issues informally or in a conference with the site supervisor, while putting the client’s safety and welfare first. The Practicum and Internship classes are designed to be a challenging yet manageable time of exciting growth in the student’s professional life.

If a student already has a paid position in the counseling field, it may not be utilized for hours for Practicum or Internship. In the case that a placement is authorized by the Clinical Coordinator at the student’s own counseling agency, the hours must be worked separately, without pay, in a substantially different area of practice than the student’s current job. Also, remember that a placement must meet the learning requirements of a Master’s degree level.

Due to the challenges of professional growth, all Practicum and Internship classes are limited to a maximum of 12 students. Along with the student’s Site Supervisor, who will provide individual supervision, the Clinical Coordinator, a faculty member here at Hodges University, will guide the student in class discussions, exercises and assignments designed to help him/her learn and grow as the student proceeds in his/her placements.
2.2.2 - Insurance

Students must purchase liability insurance prior to starting in their placement. This insurance can be obtained by joining the American Counselors Association or at a nominal fee from other sources. The Clinical Coordinator will help the student with finding appropriate liability insurance if needed.

2.2.3 - Site Supervisor Responsibilities for Practicum and Internship

Following are the responsibilities of the site supervisor during a practicum or internship placement.

- Negotiate with the student their internship schedule and responsibilities. The clock hours of direct service with clients (including leading groups) per week and in total are defined in the course syllabus.
- Orient the student to the mission, goals, and objectives of the site, as well as to internal operation procedures.
- Develop goals and objectives with the student for his/her experience early in the semester.
- Ensure that the student has appropriate experiences during the placement based on student’s goals and objectives. This would include the opportunity to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings). This includes the required number of supervision hours, direct service hours, and hours at the agency in total.
- Interaction with the student for individual or triadic (no more than 6 students) supervision should average one hour per week.
- Make available the opportunity for the student to develop program-appropriate audio/video recording for use in supervision with Hodges University faculty supervisor/clinical coordinator or to receive live supervision of his or her interactions with clients.
- Provide a written evaluation of the student’s performance at mid-semester and at the end of the placement. Evaluations are to be submitted to the student’s Hodges University faculty supervisor/clinical coordinator.
- Maintain contact with Hodges University faculty supervisor/clinical coordinator for assistance and consultation relating to student’s progress on at least a monthly basis by email, phone, or in person. The site supervisor will advise the faculty supervisor/clinical coordinator of any significant problems that require intervention.
- Engage in ongoing assessment of the student’s performance and communicate with the Hodges University faculty supervisor/clinical coordinator about any problems with the student’s performance. If problems continue, the site supervisor in consultation with the
student and Hodges University faculty supervisor/clinical coordinator, will develop a remediation plan.

- Meet in person with the Hodges University faculty supervisor/clinical coordinator at least once per semester.
- Maintain appropriate confidentiality (with the exception of the Hodges University faculty supervisor/clinical coordinator) regarding information obtained during supervision with the student.
- Provide an overall appropriate counseling instruction environment. A counseling instruction environment is conducive to modeling, demonstration, supervision, and training, and is available and used by the program. The counseling instruction environment needs to include all of the following when individual and/or group counseling opportunities are available at the Agency/Site:

  1. Settings for individual counseling, with assured privacy and sufficient space for appropriate equipment.
  2. Settings for small-group work, with assured privacy and sufficient space for appropriate equipment.
  3. Necessary and appropriate technologies and other observational capabilities that assist learning.
  4. Procedures that ensure that the client’s confidentiality and legal rights are protected.

2.2.4 – Faculty Supervisor/Clinical Coordinator Responsibilities for Practicum and Internship

Following are the responsibilities of the faculty supervisor/clinical coordinator during a practicum or internship placement.

- Assure that all required field experience forms are submitted.
- Provide orientation, assistance, and consultation to site supervisors.
- Maintain contact with each student and each site supervisor.
- For internship students, provide a minimum of one and one-half hours per week of group supervision with other students in a similar internship over the course of a semester, and an evaluation of the student’s performance throughout the internship including a formal evaluation at the end of the experience.
- Obtain direct evidence of a student’s performance (direct observation, audio/video recording) in relevant areas, and provide effective and timely feedback on student’s performance.
- Provide instruction regarding issues relevant to the field experience.
- Maintain confidentiality regarding client information obtained during faculty supervision.
- Provide site with evaluation forms and deadlines.
- Confer with site if student’s experiences need to be changed or altered.
• Submit a grade for the student.

2.2.5 – Student Responsibilities for Practicum and Internship

Following are the responsibilities of the student during a practicum or internship placement.

• Become aware of the policies and procedures of the internship site.
• Attend all orientation programs concerning the field experience.
• Participate in all individual and group supervision associated with the learning experience.
• Establish the specifics of time commitments and schedules.
• Maintain appropriate professional appearance, be punctual, and adhere to site expectations.
• Assure that the site supervisor is kept fully informed about client contacts.
• Complete internship hours as specified above for internship requirements.
• Maintain a detailed log to be signed by the site supervisor and submitted to the faculty supervisor/clinical coordinator.
• Abide by the ethical standards and confidentiality laws established by the American Counseling Association.
• Obtain and maintain professional liability insurance.
• Complete a Supervisee Evaluation of Site Supervisor and Site at the conclusion of the field experience.

2.3 - Licensure

The Clinical Mental Health Counseling program is designed so that graduates are eligible candidates for licensing as a Licensed Mental Health Counselor (LMHC) in the state of Florida after graduation. Graduates must first register with the state as a Registered Mental Health Counselor Intern, and complete these requirements before obtaining full licensure as a LMHC. Florida’s regulations can be accessed online at: Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

For students who reside in states other than Florida, please consult that particular state’s licensing board to review their regulations as Hodges University is still in the process of determining licensure requirements in all states. Contact information for each state’s licensing board is provided on the American Counseling Association’s (ACA)’s website at: American Counseling Association. Most states have a similar provisional licensing period that lasts 2 years post-master’s degree before you can be fully licensed as a counselor in that state. As we are a CACREP-accredited program, the master’s degree coursework in this program is designed to align with the educational requirements of most states’ licensing boards. No graduate program, however, can guarantee licensure after graduation. If you reside outside of Florida or may move after graduation, review your state’s licensing requirements and contact the state licensing board if you have questions about the coursework standards for your state.

The graduate, in order to obtain his/her license, must have two years of full-time work experience under supervision of a Qualified Supervisor for Registered Mental Health Counselor.
Interns in Florida. If a Qualified Supervisor is not available at the agency that the student is hired at post-master’s, then the student will have to hire and pay a Qualified Supervisor for MHC Interns as a consultant. More information on this process, as well as all other licensing requirements, can be found at: Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling.

In Florida, the student must also pass the NCMHCE exam administered by the National Board for Certified Counselors. The student will become familiar with the exam process while in the CMHC program. Most states now require the NCMHCE exam for state licensure, although some states may require the National Counselor Exam (NCE) for licensure. Check the licensure information in your state for exam requirement information. More information about the NCMHCE can be found at: National Board for Certified Counselors NCMHCE.

2.4 – Personal Growth

The successful Licensed Mental Health Counselor is continually growing personally as well as professionally. The faculty of the Hodges University Clinical Mental Health Counseling Program recommend that the student seek his/her own therapy and personal growth, but in general do not require it. Participating in therapy has an advantage to the professional in addition to personal growth; the experience of what a client goes through. However, when deciding to enter therapy, it should be a personal choice with clear and useful goals. Therefore, the timing of entry into therapy will vary from student to student. The student has the right to choose his/her own properly credentialed therapist, even in the case that therapy is recommended in a remediation plan.
Chapter 3: Academic Requirements

3.1 - Student Suitability for the Counseling Profession Review and Retention Requirement

The CMHC faculty evaluates student preparedness for the role of Licensed Mental Health Counselor. Licensed counselors are held to a higher ethical standard, as well as a higher level of personal growth and mental health than the average person. The student’s performance in the CMHC program will be evaluated as part of his/her development into a professional clinical mental health counselor. The evaluation focuses on two key areas of the student’s progress while in the program: Academic progress (see University Catalog) and progress as a professional counselor, as explained below.

3.2 - Progress as a professional counselor

This includes a student’s interpersonal interactions with students, faculty, site supervisors and others involved with his/her academic progress. A student’s interpersonal skills in engaging others, asking for cooperation and in managing conflict all relate to a student’s future counseling ability. As well, a student’s classroom ability to demonstrate an appropriate level of counseling skill for his/her stage of development will be a factor in the evaluation. Finally, a student’s performance in his/her practicum placement and internship placements will continue this evaluation process.

CMHC faculty will discuss the progress of each student at least once during each session. The emphasis is on progress rather than a fixed point of comparison, because each student starts in a different place based upon personality, previous experience and other factors. Students will receive feedback both formally in class and informally about areas of improvement the faculty observes. If after sufficient evidence has accumulated, the student still has a significant need to improve despite prior feedback in his/her ability to relate to others in the program or through counseling skills, all full time faculty will agree on a Student Development Plan (located on the student MyHUgo portal at Student Development Plan) to recommend to the student.

The student will be asked to prepare a list of his/her goals and objectives (specific actions which will help to meet the goals) prior to the first meeting. The CMHC Program Director and any faculty who have helpful feedback to share will meet with the student to review the student’s goals and objectives and to present the plan. The plan may include some combination of intensified supervision and contact in the classroom or placement sites, and a recommendation for the student’s own counseling or other form of self-care.

If a student disagrees with the remediation plan after reviewing it with faculty, the student may request changes or indicate the reasons that he/she believes a remediation plan is not necessary or should be modified. If the student is still not satisfied with the faculty plan for remediation after requesting changes or elimination of the plan, he/she may appeal his/her progress status by utilizing the appeals process as outlined in the Student Handbook.

Students will have two sessions in which to meet the goals of the Student Development Plan, and each session after the Plan is recommended there will be a follow-up meeting with the program
chair and any involved faculty and the student, to review progress. In addition, there will be a monthly meeting during the session in order to assist the student with any questions or challenges he/she is encountering, until such time as the concerns noted on the Student Development Plan have been resolved.

Great care will be taken to convey behavior specific feedback and concrete recommendations that the student can clearly follow that have measurable objectives. These observations and recommendations will be paired with a specific area of the 2014 American Code of Ethics. This Code of Ethics details the appropriate professional skills and behavior necessary to practice as a licensed professional.

When presented with such evidence, if students find that they are unable to improve sufficiently, students often arrive at a conclusion that the counseling field may not be the correct career choice for them. Deciding on a career is a process which often has a few turning points. The faculty will provide support for the student to renew her/his pursuit of a career and Master’s degree in a more appropriate direction.

Each student has invested a great deal to be in the CMHC program, and Hodges University will invest a great deal to assist students in their academic and professional growth. Students are encouraged to ask the faculty if assistance is needed, such as graduate tutoring options, counseling referrals, and assistance of many kinds. Many of these helpful options are referenced in this Student Handbook. We will provide students with the support they need to meet their goals or discover a new career path.

3.3 - Dismissal

If the program’s full time faculty evaluate the student’s behavior, after a reasonable attempt at remediation over two academic sessions to be substandard, unethical, and/or professionally unbecoming at any time during the course of training, then the faculty will recommend dismissal from the program. Illegal behavior may result in dismissal from the program depending on the circumstances of the case, whereas a felony will result in immediate dismissal from the program. The student does have the right to initiate the appeals process at any point during the remediation process. The student has the right to receive a written list of concerns and recommendations for remediation, and to have adequate time and consultation/coaching from faculty over two sessions in order to remediate the concerns. The concerns must indicate which section of the 2014 ACA Code of Ethics from the American Counseling Association is involved in the concerns identified and choices for recommendation for student remediation. If the student’s behavior is judged to be a danger to herself/himself or another person, all program faculty are obligated to start procedures under Florida Law through the Baker Act or Marchman Act.

Students are strongly encouraged to read and review the 2014 ACA Code of Ethics from the American Counseling Association. In particular, ACA Standards F.6 and F.7 explain the responsibilities of the faculty in a clinical mental health program to ensure high quality instruction, and F.8 outlines student counselors-in-training responsibilities, and F.9 explains procedures for evaluation of student competency and procedures for recommending remediation. This information should be considered by students contemplating their goals and objectives prior
to a meeting to discuss a Student Development Plan. Students should also consider the CMHC program mission and objectives in their goal and objective planning.

Students will be provided with a copy of the 2014 ACA Code of Ethics at their orientation, along with the Professional Attitudes and Behaviors Agreement located on the student MyHUgo portal.

3.4 - Student Development Plan (SDP)

A SDP is a written document for those students experiencing academic or personal difficulties that are interfering with successful completion or suitability to perform at the graduate level at Hodges University or as a Licensed Mental Health Counselor.

The SDP identifies the specific behaviors and performance criteria for which the student received a "non-passing" rating.

The SDP provides clear and specific ways for the student to improve performance for each behavior.

The SDP will adhere to guidelines of the American Counseling Association Code of Ethics and Hodges University Catalog in order to support improvements in performance, remedial improvements, progressive discipline and other student and Hodges University actions.

3.5 - Opportunities to Join Professional Organizations

Participation of professional organizations can assist the student in many ways. Below the student will find some of the organizations that can assist him/her as a student to learn more about his/her profession and provide many kinds of assistance. The student should contact his/her program advisor or any program faculty for more information on the organizations or their benefits.

3.5.1 - Professional Organizations in Southwest Florida

Gulf Coast Mental Health Counselor Association
The Mental Health Association of Southwest Florida

3.5.2 - Professional Organizations in Florida

Florida Counseling Association
Florida Mental Health Counselors Association

3.5.3 - Online students

All states have professional organizations at the state level. If you need help locating these organizations, please contact the CMHC Online Coordinator or ask your instructors.
3.5.4 - National Professional Organizations

American Counselors Association (ACA) supports students in many ways. The organization offers free ethics consultation and internship liability insurance for members. Access to counseling magazines and journals, as well as career support is offered as well. American Counselors Association website

American Mental Health Counselors Association website

3.6 - Requests for Faculty Letter of Recommendation

Students will from time to time wish to request a letter of recommendation from Clinical Mental Health Counseling Program faculty for employment or credentialing purposes. The CMHC faculty, as licensed counselors, have an ethical obligation to be honest and accurate in their assessment of a student in a letter of recommendation. This ethical obligation concerns not only providing each student with accurate feedback on his/her abilities and attitudes, but also as a safeguard to clients who deserve competent service. If a student wishes to request a letter of recommendation from a faculty member, please first make sure that:

1. The faculty member knows the student well. Letters can only consist of observations made over time in order to form a consistent opinion. Remember, this will include important behaviors such as classroom attendance, consistency in being on time and not leaving early from class, prompt submission of high quality assignments, and positive student attributes in the classroom such as a cooperative attitude and ability to take risks and provide leadership.

2. The student knows in advance who the letter is directed to, what the letter is for, in order to provide the most specific advice possible to the letter writer. It is also acceptable to ask for a general letter of reference; however, be aware that it might not address what the student wants addressed as well as a focused letter.

The student may also request the letter from a faculty member. The student should remember he/she has a right to refuse to write a letter. If there may be issues that reflect on the student unfavorably, the student will be advised of this in as specific a way as possible so that he/she can decide if he/she wants the letter written. In most cases, if there are concerns, the student would have heard about them previously in feedback from classroom and Practicum/Internship faculty, and/or Practicum/Internship Site Supervisors.
Chapter 4: Behavioral Standards

4.1 – Professional Attitude and Behavior

Students enter the Clinical Mental Health Counseling Program with a set of personal values and personal ethics. While in the program, it is expected that the student will make significant progress to align her/his personal ethics with the professional ethics as defined by the American Counseling Association (ACA) 2014 Code of Ethics. The Code of Ethics is attached to this document.

In section 4.2, specific attitudes and behaviors expected of student counselors in the CMHC program are identified. The student may receive feedback at some point in his/her academic career from a faculty member, site supervisor or a fellow student regarding these attitudes and behaviors, or other attitudes and behaviors identified in the 2014 ACA Code of Ethics. The student has the right to his/her own thought processes, and to evaluate the feedback he/she receives. The student also has the right to ask for clarification of the feedback if needed, as well as the ability to ask others about the feedback if the student finds that to be helpful.

The list below is by no means an inclusive list. Standards are included in the order in which they appear in the Code of Ethics in order to make cross-referencing to the Code easier. The process of incorporating the student’s own value system and ethics into professional ethics takes time, and must be done honestly. This will require some internal dialogue on the student’s part as well as discussions with faculty and other students, as well as other professionals. Students enrolled in the CMHC are expected to be independent critical thinkers while at the same time acknowledging the professional experience and positive intent of CMHC faculty in giving feedback to the student.

Section F of the 2014 ACA Code of Ethics covers the roles and responsibilities of counselor educators in their capacity as faculty, advisors and site supervisors.

4.2 – Expected Attitudes and Behaviors

Professional attitudes and behaviors of the professional counselor:

1. Puts a high priority on avoiding harm to clients or future clients. The student has an open and willing attitude toward feedback and suggestions given by faculty, peers and site supervisors to help the student reduce the possibility of harm. (ACA 2014 A.4.a)

2. Is willing to continue to become more aware of her/his own values, beliefs and behaviors, and identifies those personal beliefs, values and behaviors which should not be imposed on a client and her/his goals. The student is open and honest about areas of personal belief, values and behaviors which will conflict with the diversity of client beliefs, values and goals. The student makes every effort to reconcile an unconditional acceptance of client beliefs, values and goals, even while they may retain their own. (ACA 2014 A.4.b)

3. Monitors her/his growing effectiveness as a counseling student, and is open to constructive feedback from faculty, peers and site supervisors and seeks help or advice
The student demonstrates awareness that personal effectiveness includes an ability to relate to others and grow personally, effective application of a developing skill set in the classroom, culminating in effective student level practice in practicum and internship. (ACA 2014 C.2.d)

4. **Recognizes ethical dilemmas and knows how to seek consultation, and at a more advanced student level is able to reason through a dilemma using standard processes and tools.** The student shows an ever increasing ability to apply a professional ethic to difficult situations involving ethical dilemmas and associated law, and has a clear idea of when to consult with supervisors, and others. Assists faculty, professionals and relevant boards with investigations of ethical violations. (ACA 2014 C.2.e; H.1.a; H.1.b)

5. **Highly values continuing education both in the program and from other sources.** The student is able to find the latest research, professional forums, conferences and workshops, and other sources of information that increase the student’s professional knowledge base in areas of current growth. (ACA 2014 C.2.f)

6. **Understands the ACA 2014 Code of Ethics in its entirety and is able and willing to adhere to the standards as well as Florida law, and local law and other applicable standards, such as practicum or internship agency policy or Hodges University policies and procedures.** The student gathers information about the standards which will guide her/his future practice and demonstrates an increasing awareness of them, culminating in a mastery of the relevant standards in the MHS6780 Legal, Ethical and Professional Standards of Counseling Practice class. (ACA 2014 C.1; F.8.a)

7. **Monitors areas of personal physical, mental, emotional and social problems for impairment.** The student has the ability to gauge when physical, and/or psychosocial stressors and conditions impair her/his ability to effectively learn or perform properly in practicum or internship. The student effectively seeks help or advice on proper avenues of help. (ACA 2014 C.2.g; F.5.b)

8. **Takes great care to properly transfer clients and ensure records are fully up to date to agency and professional standards when a leave of absence or withdrawal from the program is taken during a practicum or internship placement.** The student, even in times of stress, must demonstrate a clear ability to put client welfare and safety first. (ACA 2014 C.2.h; D.1.g)

9. **Accurately represents herself/himself as a Mental Health Counselor Intern to clients, other professionals and the general public, and claims only proper credentials and degree accreditations.** The student at no point misrepresents her/his professional status regarding licensure status, current credentials, types of professional memberships and accreditation status of their degree. (ACA 2014 C.4.a, b, e, and f)
10. Accepts others without rejection based upon age, culture, disability, ethnicity, race, religion, spirituality, gender, gender identity, sexual orientation, marital status or partnership, language preference, socioeconomic status, or any other basis provided by law, and does not condone discrimination by others. The student actively works to become more aware of diversity and her/his own reactions to differences which might interfere with her/his counseling effectiveness. (ACA 2014 C.5; E.5.b, c)

11. Neither condones nor engages in sexual harassment nor the creation of an intimidating or unfair classroom or placement environment. The student clearly conforms to all professional standards of conduct and applicable law when relating with fellow students, site supervisors and agency employees, the general public, faculty and school personnel, and especially clients. (ACA 2014 C.6.a)

12. Works professionally and respectfully with fellow students, faculty, site supervisors and site employees. The student is respectful of differing opinions and professional practice, and respects the need for interdisciplinary teamwork and consultation, and works to continually improve her/his professional relationship skills and clarify professional boundaries. (ACA 2014 D.1.a, b, c)

13. Masters the knowledge of procedures of ethical research and publication in the MHS6710 Research and Program Evaluation class. The student follows ethical procedures for conducting research, publishing, and with classroom work, including an ethic of rigorous academic honesty. (ACA 2014 Standard G)