UNIVERSAL COURSE POLICIES AND INFORMATION (UCPI)-DPT

As a student enrolled in the Doctor of Physical Therapy (DPT) program at South College, you have agreed to abide by the policies and procedures of the program and college. These policies include the Honor Code, Academic Progression, Professional Conduct Standards and Regulations as further defined in the DPT Code of Professional Conduct, Class Attendance, Class Conduct, Dress Code, Assessments, Grievances, and Use of Distributed Materials and Recorded Lectures. This document, **Universal Course Policies and Information-DPT**, is an addition to the syllabus for each class. Just as you are responsible for knowing and following the syllabus, you are also responsible for the material that is covered in this document.

NEED TECHNICAL ASSISTANCE?

If you have technical issues with the learning management system, your email account, or problems with the Student Portal, please submit a ticket to the South College Help Desk: helpdesk.south.edu or email support@south.edu.

SOUTH COLLEGE ACADEMIC HONOR CODE

The primary purpose of the South College Academic Honor Code (the "Honor Code") is to promote individual student honor and integrity in the best traditions of higher education. The Honor Code aims to ensure that students understand expectations and responsibilities and agree to conduct all academic activities in compliance with the principles set forth in the Honor Code.

APPLICATION OF THE HONOR CODE
The Honor Code applies, as may be applicable to the student, to the following:
1. Tests or examinations, including challenge examinations.
2. Oral, written, or practical reports that are a part of a student's academic program.
3. Classroom, laboratory, clinical, student teaching, or experiential activities.
4. Research activities.
5. Unauthorized peer-to-peer file sharing, illegal downloading and unauthorized distribution of copyrighted materials using the institution's information technology system (applies to academic work).
6. Other activities not listed above that are a part of a South College academic, classroom, laboratory, clinical, student teaching, experiential, or research activity and that will be used as the basis for awarding of a grade.

This Honor Code governs the academic affairs of all programs at South College. Individual programs may impose additional requirements and standards for a student's personal and/or professional responsibility and competency. Some individual graduate programs have program-specific honor code guidelines and penalties. Students enrolled in these programs will follow the respective honor code policies contained in the program handbook. Should the Honor Code violation not be resolved at the program level, the institutional Honor Code procedures will be followed.

VIOLATIONS OF THE HONOR CODE

It is a violation of the Honor Code for a student to commit any of the following actions using any method, including but not limited to, talking, eye contact, gesturing, copying, and storing or transmitting of information by electronic technology.

1. Use, give, or receive or attempt to use, give, or receive any unauthorized aid using any medium, including electronic.
2. Plagiarize or infringe upon an intellectual property right.
3. Falsify, alter, or forge data, documents, or records.
4. Falsifying, fabricating, or misrepresenting one's credentials or any other academic achievement.
5. Collaborate with others in assigned activities when directed or instructed, either in writing or verbally, that individual effort is required.
6. Record or report fraudulent data relating to academic, classroom, laboratory, clinical, student teaching, experiential, or research activities, willfully neglect responsibilities associated with such activities, or otherwise place at risk the interests of those offering and/or supervising the activity, or a patient, or a client.
7. Assist another student in committing a violation of the Honor Code.
8. Knowingly fail to report committed violations of the Honor Code.
9. Report another student for a violation of the Honor Code without information to support such a report.
10. Exit from and re-enter an examination room or online testing session without authorization, including covering of webcam during testing session.
11. Steal, possess, misappropriate, share, or use or attempt to steal, possess, misappropriate, share, or use any examinations or other materials relating to an academic, classroom, laboratory, clinical, student teaching, experiential, or research activity unless authorized or provided by a faculty member.
12. Share files or provide information to peers without authorization (applies to academic work).
13. Download or distribute copyrighted materials using the institution's information technology system without authorization (applies to academic work).
14. Engage in any other similar acts of dishonesty.

THE HONOR CODE PROCEDURE

To ensure that students are treated equitably a faculty member witnessing or discovering a possible violation of the Honor Code shall carefully evaluate all available information in determining whether a violation has occurred. Upon determining that a violation has occurred the faculty member shall impose penalties as provided in the following section. In addition, any member of the South College community may file, with the Program Director and/or Dean, a report of a violation of the Honor Code if he or she believes there is information to support such a report.

THE PENALTIES

Imposed by a Faculty Member:
A faculty member who determines that a student has violated the Honor Code will promptly consult with the Program Director and Director of Student Affairs to ascertain whether the student has a prior Honor Code violation. The faculty member and/or the Program Director, as applicable, may impose a penalty based on the nature and severity of the violation.

Imposed by the Academic Standards and Progression Committee:
The Program Director may request the Director of Student Affairs to promptly convene an Academic Standards and Progression Committee upon receiving a report of a violation of the Honor Code. This committee may be charged with investigating the circumstances surrounding a possible Honor Code violation and recommend an appropriate penalty.

Honor Code Penalties: Upon determining that a student violated the Honor Code, the Program Director and/or faculty member may impose the following penalties:

  a) The student may be given a grade of "0" for the examination, assignment, or other activity with the possibility of an "F" for the course at the discretion of the faculty member.
  b) The student may be placed on probation or suspended for a specified period by the Program Director.
  c) The student may be given a grade of "F" for the course, resulting in the student being required to retake the course at a later date. If the receipt of the "F" results in a student not being allowed to progress in the student's academic program, the student will be immediately dismissed from the program and will be required to reapply for future reinstatement if eligible. The reinstatement is not guaranteed.
  d) The student will be dismissed from South College and may return only if allowed by the South College Conduct Committee following a hearing.

APPEAL

Any student found in violation of the Honor Code has the right to appeal the finding and the penalty imposed. A formal letter of appeal must be submitted to the Academic Standards and Progression Committee for consideration. This Committee may recommend the Program Director (1) deny the appeal and uphold the finding of violation of the Honor Code and the penalty imposed; (2) uphold the finding of violation of the Honor Code and modify the penalty imposed; or (3) grant the appeal and reverse the finding of violation of the Honor Code and the penalty imposed.

If the Program Director denies the student's appeal, the student may appeal this decision by following the *Dismissal and Disciplinary Action Appeal* procedures outlined in the *Appeals Process* section of the South College Catalog, which can be accessed at www.south.edu.

If an appeal is desired regarding a finding of violation of the Honor Code and penalty imposed, contact the Program Director **immediately**.

ACADEMIC DISHONESTY TRACKING TOOLS

In addition to the observations, skills, or our faculty and staff, South College also uses several electronic resources for tracking. The fact is that virtually no system used today is without tracking capabilities, and academic dishonesty is easier to spot now than ever.

Our Learning Management System Canvas continually keeps a log of the following:
1. Every log in to a Canvas site.
2. Every page visited.
3. Every time a test/quiz is taken, or an assignment submitted.
4. Every browser and operating system from which you visit.
5. Every message sent.
6. Times and IP addresses of each page view.
7. Performance over time in a given class.

Faculty members have tools at their disposal for checking the originality of work submitted against online databases, papers submitted in other classes, and the Internet.

These are just a few of the ways that incidents of academic dishonesty are identified at South College. With these available methods, it is very time consuming to try to evade detection – time better spent studying and submitting your own original work.

<div align="center">**STUDENT CONDUCT STANDARDS AND REGULATIONS**</div>

South College's Student Conduct Standards and Regulations are published in the *Student Handbook*. All students are expected to meet the standards and follow the regulations of the college. **Any student found guilty of an infraction will be afforded due process as explained in the Disciplinary Procedures section of the *Student Handbook*.** Specific standards and regulations, which many students have difficulty adhering to, are addressed below for emphasis.

Academic Participation
Regular and active class participation in learning activities is a hallmark of adult learning and the professional responsibility for every student. The DPT curriculum, as well as individual courses, arranges learning experiences in a sequential manner to ensure understanding of new information, knowledge, and skills and integration with previously introduced material. In addition, the collaborative learning activities used in virtually all DPT courses requires regular interaction between and among students and faculty.

1. Online courses
    - While most learning activities occur asynchronously during online courses, these activities have completion dates and/or times that must be adhered to. Active participation and effective time management are critical behaviors for the online student.
    - Synchronous learning activities (i.e., live webinars and online chat sessions) are considered class time for which student participation is mandatory. Faculty will use the course syllabus to clearly identify the dates and times for all live online sessions. Refer to the individual course syllabus for all course requirements and expectations.
    - If an absence is anticipated, it is the student's responsibility to notify the instructor, in person, by phone, or email, prior to the scheduled class or activity. Students should consider webinar login time and potential internet issues/availability when logging into synchronous learning activities to ensure full student participation. It is also the student's responsibility to maintain an operable computer and reliable high-speed internet service at all times. Redundancy with one or more portable devices is highly recommended and encouraged.
2. Onsite Lab Immersion sessions
    - Student participation is mandatory for each onsite lab intensive. In addition to providing critical face-to-face learning activities for hands-on skill development, these sessions provide opportunities for academic and professional counseling with your academic advisor or other faculty, student services with administrative personnel, and social interactions with other students.
    - Excused absences from lab intensives are generally not permitted. It is the student's responsibility to block these dates and schedule significant life events (marriage, reunions, etc.) accordingly.
    - Students should make travel arrangements that ensure participation during all scheduled class times.

Class Cancellation/Interruptions
Class Cancellation. Class cancellation is not a concern during asynchronous online didactic instruction. If a faculty member must cancel a live online learning activity or class, it is the faculty member's responsibility to notify all students via email prior to the scheduled class time. If unable to do so, the faculty will notify the Program Director who in turn, will notify the students. If the class session is to be made up, it is the responsibility of the faculty member to

schedule the make-up session and communicate this to students.

Class Interruption. Internet outages, power outages, webinar service downtime, and other technology difficulties may periodically disrupt the initiation or ongoing delivery of live online learning activities or classes. If an interruption occurs that affects the entire class, the faculty will notify students via the class leader. Students must remain online for a minimum of 30 minutes and await further instructions while service is being restored. If a service interruption affects an individual student, it is the student's responsibility to immediately notify the instructor via email or phone. The instructor will determine whether make-up work is required or allowed.

Class Conduct
Students are expected to conduct themselves in a professional and responsible manner at all times, creating an environment that embraces the values of South College and the Doctor of Physical Therapy Program. Student conduct will adhere to the following requirements.

1. It is required that students be on time for all scheduled didactic class sessions (online lecture, chat, etc.) and laboratory sessions.
   a. Students are expected to be present in the classroom (virtual as required) or laboratory at the scheduled time.
   b. Students are expected to be in practice sites as scheduled by the Clinical Education Faculty.
2. Students will not use any electronic communication devices during class unless authorized by the faculty.
3. Students must be prepared for class, laboratory, and clinical sessions:
   a. Students are expected to bring an iPad and/or computer with wireless capabilities to each class, laboratory, and clinical session.
   b. Students are expected to complete the assigned readings and any other out-of-class assigned work before the start of each class, laboratory, and clinical session.
   c. Students are expected to adhere to the dress code requirements outlined in the Dress Code Policy or the General Lab Safety Manual.
4. Students need to be attentive and engaged in the learning process:
   a. Students should be actively engaged during all online and onsite learning activities. Participation in online discussion forums, live webinars, and onsite learning activities is imperative for collaborative student learning.
   b. If a student is unsure of his/her ability to progress or to perform any required skill, he/she should ask the faculty member for assistance in a timely manner.
   c. Students should complete self-assessment, faculty evaluation, and program assessment as directed and assure mastering of learning outcomes and competency statements as described in the Doctor of Physical Therapy programmatic assessment plan.
5. Students are expected to be respectful, responsible, and professional:
   a. Treat fellow students, faculty, staff, and all employees with respect.
   b. Be helpful, friendly, cooperative, and demonstrate advocacy and compassion.
   c. Respond to the needs of patients and healthcare providers with guidance from the faculty member.
   d. Act in accordance with policies and regulations of South College, the Doctor of Physical Therapy program, and the clinical education facility.
   e. Complete tasks on time, show reliability, and assume responsibility for own conduct.

Smoking/Other Tobacco Use and E-Cigarettes
Smoking, electronic cigarettes, chewing tobacco, or dipping snuff are prohibited on the college campus except in personal vehicles. The use of all tobacco products and any type of E-cigarette (vapor) is not allowed in the buildings or on the campus grounds. Policies must be followed at off-campus utilized locations as communicated by the facility.

Food and Beverages
The eating and drinking of foods and beverages is prohibited in all college buildings except in the student centers. Receptacles for trash are provided in these areas.

Social Media Policy
Students are expected to adhere to the same behavioral standards when using social media as they use when interacting with others in person. Social media are communication tools which when used inappropriately can damage reputations and cause harmful reactions. A student is in violation of this policy when he/she uses social media to slander, harass, demean, degrade, bully, discriminate, or threaten others and/or when postings are offensive to the prevalent standards of the college or its community. These postings include photographs, pictures, diagrams, drawings, video, video clips, films and other material which may be inflammatory or demeaning. If a student has been identified as having openly disparaged South College, or members of its community in a libelous or harassing manner in a public Internet forum – Facebook, Instagram, X, etc. – or via phone usage, the student may face disciplinary action, comparable to if the offense occurred on campus.

Unprofessional Conduct
Any conduct that is deemed unprofessional is prohibited and should be reported immediately to the Program Director. Although not all-inclusive, the following are examples of unprofessional conduct:
- Using inappropriate and/or curse words or displaying offensive hand signals.
- Ignoring or disrespecting an instructor or an administrator.
- Disregarding the directions given by an instructor or an administrator.
- Writing inappropriate language or expressions that are viewed as offensive to the prevalent standards of the college or its community.
- Other actions deemed inappropriate in a college setting.

Dress Code
The South College dress code is applicable to all students, day or evening and is always in effect when the student is present on campus or on a class field trip. This includes class times, laboratory hours, study days, final examinations, or visitation to the campus for other reasons. Students failing to adhere to the college dress code will be asked to leave campus and will be counted absent from course time missed. Students will be expected to adhere to the dress code outlined below.

The DPT program is a setting where students, faculty, guests, patients, other professionals, and the general public form an impression of us based on our appearance and conduct. Students are required to wear business casual attire that conforms to the image of the professional physical therapist. This style of dress is expected of students while on campus for classes, on-campus events, meetings and off-campus events, unless otherwise specified.

The Doctor of Physical Therapy program Dress Code, as an extension of the South College Dress Code found in the South College Student Handbook, is as follows in relation to any on-campus class sessions, in relation to lab sessions, and in relation to clinical settings:

1. On-campus class sessions:
   - Students should be well groomed. Dress and appearance should reflect professionalism, modesty and cleanliness.
   - Women: Skirts and dresses must be no shorter than within 3 inches of the knee (no mini-skirts). Full- length trousers of a non-denim material combined with a short or long-sleeved blouse or shirt is also considered acceptable. Strapless, tube and spaghetti strap tops are strictly prohibited.
   - Men: A combination of collared shirt (such as a dress shirt or polo shirt), slacks or cotton non-denim trousers (such as khakis or chinos) is generally acceptable. Shirts are to be tucked in.
   - Footwear: Dress shoes are acceptable footwear. No sandals or flip-flops, or heels over 3 inches (low heeled shoes are preferable). Boots no higher than mid-shin are acceptable. Open-toed shoes are not acceptable in lab courses.
   - Personal Grooming: Hair must be clean and neat, and must be fashioned as to not fall forward or over the sides of the face when working with patients/clients or otherwise interfere with patient care. If worn, beards and mustaches must be clean and neatly trimmed. Nails will be kept short in order to enable easy cleaning, prevent puncture of gloves, and prevent injury to the patient/client.
   - **Unacceptable** attire for either gender includes shorts of any kind, athletic wear, rumpled or ripped clothing, miniskirts, underwear as outerwear, T-shirts, shirts with obscenities, crop tops, or any top exposing midriffs or cleavage.

2. Laboratory Sessions: Course syllabi will stipulate appropriate dress standards for lab activities as this may vary between courses. In general, loose fitting gym shorts, t-shirts or tank tops, appropriate undergarments, and sneakers or sandals are commonly required for lab sessions. Females shall wear a sports bra or swimsuit top when upper quarter or trunk laboratories are held. In general, dress should be modest but allow students to expose areas for observation and palpation applicable to the specific laboratory experience.

3. Clinical Settings: While present in any clinical education setting, student dress will be subject to rules and regulations established by that clinical facility.

GRIEVANCES

Any person may file a grievance with the South College Doctor of Physical Therapy program regarding any aspect of the DPT Program. Grievances may include, but are not limited to, admissions policies, inappropriate faculty or student conduct, inequities in grading, and/or failure to adhere to South College or Doctor of Physical Therapy program policies. It is the responsibility of the Program Director and the Dean of School of Rehabilitation Sciences to ensure that grievances are investigated and responded to in a timely and thorough manner. The Doctor of Physical Therapy program encourages persons with grievances to promptly seek resolution using established guidelines. Students should refer to the DPT Student Handbook for grievances not related to academic scores/grades. If the grievance concerns a course assessment or assignment score/grade, the following guidelines apply:

1. Students who have a concern regarding a score/grade should initiate the review process within 3 working days of the receipt of the score/grade. Decisions at each stage of the review process will be provided to the student within 48 hours of meeting with the student either virtually or on-site.

2. The student is encouraged to request a review of the score/grade with the faculty member(s) responsible for that assessment or assignment. If the concern is not resolved, the student is encouraged to request a review of the score/grade with the course

coordinator. If the concern continues to be unresolved, the student is encouraged to request a review of the score/grade with the Program Director.

3. No assessment will be returned to the student.

4. For a final course assessment or assignment, the student has twenty-four (24) hours from grade posting to initiate the review process within the Doctor of Physical Therapy program. The institutional procedures for *Challenging of Grades* can be found in the South College Catalog. The South College Student Handbook provides information regarding institutional appeal procedures and grievance procedures

COMPUTER / ONLINE LEARNING POLICIES

Computer Policy and Code of Ethics
Students shall abide by the South College Computer Code of Ethics (Acceptable Use Policy) available via the South College student portal. As described in detail in the code, computers cannot be used in any manner that violates any local, state, or federal laws or infringes copyright provisions as part of South College courses. The use of computers to violate the welfare, safety, or privacy of students, faculty, administration, or others is prohibited.

Students are responsible for any and all uses of their computer accounts. In particular, security passwords should be protected information, changed periodically to improve security, and not shared with other individuals.

In compliance with the United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315 concerning the verification of student identity in distance learning, the DPT program must verify that the student registered for a course is the same student who participates in and completes the course requirements and receives academic credit. The DPT program will use the following methods to ensure registered students are completing the assigned coursework:

1. Students will use an individual secure login and password when accessing courses and completing coursework in the Learning Management System.

2. ExamSoft, Respondus, and Turnitin Originality Check to ensure integrity in the program. Additionally, faculty will use pedagogical practices to verify student identity. Faculty will be alert for sudden changes in academic performance, writing styles, or odd online behaviors exhibited by the student.

Privacy Protection: South College will protect the privacy of all student information used to verify student identity. This includes, but is not limited to, the student's security password and any personal identifying information used in the process of resetting passwords. Individual usernames and passwords are sensitive information and should be protected by the student.

South College E-Mail
South College email addresses are required to communicate with your instructors and classmates and to log into all Learning Management sites. Email is an official communication mechanism in the South College Doctor of Physical Therapy program. All students are required to obtain, maintain, and daily check their official South College email address. Doctor of Physical Therapy faculty, staff, and students use email and mailing lists to communicate important information. Some faculty

may also use the email as an official mechanism to distribute handouts, reading lists, or other course materials. Other email addresses are not recognized.

Use of Distributed Materials and Recorded Lectures
As a hybrid program, DPT students will have extensive access to audio and video recorded lectures, handouts, and other printed or electronic media materials. These lectures and materials have been developed by or for South College and the Doctor of Physical Therapy program for the sole purpose of educating students enrolled in the program.
Students are expected to be familiar with the appropriate use of these lectures and materials according to the following requirements:

1. South College makes audio and video recorded lectures and handouts available to students.

2. It is a violation of the South College Code of Student Conduct and Regulations and the South College Honor Code to communicate or distribute through any vehicle or media any materials recorded at or produced by or for South College and the Doctor of Physical Therapy program to any other individuals, including South College students.
3. Violation of this policy may lead to academic dismissal.

ACADEMIC SERVICES AND ASSISTANCE PROGRAMS

Advising/counseling services are available to assist students in resolving academic, career, and non- academic issues. College personnel, particularly department chairs, can help students plan their educational programs as well as adjust to the demands of college-level students. **Assistance is available for any student who seeks aid in addressing individual problems.** Student Services staff members are available to listen and help students identify and evaluate their options so that informed decisions can be made. These services are available during the day and in the evening by appointment. Information regarding alcohol and drug abuse counseling is given to all students during the orientation process.

If you are facing a difficult decision, are overwhelmed with your responsibilities, or need assistance, the Dean of Student Services will meet with you privately to help you identify and evaluate your options, set priorities, or determine a course of action to resolve a problem or meet the demands in your life.
Professional counseling is also available to South College students. These counselors are available 24/7 and can help students and their family members with any issue, including anxiety, depression, stress, grief, life adjustments, substance abuse, and relationship conflict. If needed, students will be referred to a counselor located in their community where they will receive up to three, in-person sessions free of charge per issue. ComPsych has a large network of counselors throughout the United States so that all of our students (regardless of where they are) will have access to counseling. Students may even select counselors based on language, gender, or religious preferences. In addition to phone-based and in-person counseling, students also have access to GuidanceResources which is a website that contains articles, podcast, videos, slideshows, and "ask the expert" personal responses to wellness questions.

Phone-based counselors: 844-268-5855
Website: guidanceresources.com (Web ID: SouthCollege)

Students requesting special services (including accommodations for disabilities) from the college should notify the Disability Services Coordinator to schedule an initial meeting. Students will be asked to complete the *Registration Form for Disability Services* to disclose their specific limitations, request accommodations, and provide documentation from a health care professional of the need for accommodations. Students are encouraged to request accommodations and provide the required documentation at least one month prior to beginning classes for the first time in order to allow time for the request to be evaluated appropriately and for the accommodation to be arranged. Classroom accommodations are not retroactive and must be reestablished quarterly. South College does not discriminate on the basis of disability and is committed to full compliance with the Americans with Disabilities Act (ADA) of 1990.

STUDENT SERVICES RESOURCE CENTER WEB LIBRARY

Self-help materials for both academic support and mental/emotional health issues are available to students 24/7 on the **Student Portal** under Student Services. Some topics include time management, note-taking, and stress management. These resources are not meant to be a substitute for professional help but can be excellent sources of information to help individuals with a variety of personal concerns or needs. Feel free to read through and/or download any of the materials you see.

ARTIFICAL INTELLIGENCE (AI) POLICY

South College values the instruction and development of essential skills and outcomes outlined in assignments and course objectives across the institution. The College encourages avenues of assistance for our students that do not deter the formation and growth of these skills and uphold the value of academic integrity and intellectual honesty. We also recognize that large language models (LLMs) and AI-generated assistance are not trends but are realities of our present moment and of our future. The minimum requirements outlined in this policy must be adhered to and apply to all student composed assignments across all courses.

Policy Statement

Course submission material generated by AI programs (e.g., ChatGPT) must be properly cited as a resource for any academic submission. The use of AI without proper citations may be subject to academic penalties. Alleged violation of academic regulations shall be addressed under the Academic Honor Code published in the South College Student Handbook in accordance with legal regulations.

Generative AI Tools

Generative AI tools are software that uses artificial intelligence to create content like text, images, audio, video, or code.

Common examples include:

- Text: ChatGPT, Grok, Claude
- Images: Canva AI, Adobe Firefly, Artbreeder
- Audio: Voicemod AI Voices, Murf AI, Soundtrap
- Video: InVideo AI, Pictory, Kapwing
- Code: Replit AI, CodePen AI, Tabnine

Student Responsibilities

Students are the authors of their academic work and are fully responsible for verifying the accuracy, reliability, and originality of all submitted materials. Generative AI tools may produce inaccurate information ("hallucinations"), and students must ensure all content meets academic standards. Confidential or personally identifiable information should never be entered into AI tools, as doing so may violate privacy laws and institutional policy. Additionally, your instructor is responsible for clearly explaining accepted AI use in their courses.

Students using generative AI in their assignments must include a statement in their citations, acknowledgements, and/or methodology sections (if required) or in their header or footer if not, stating the following: "I [or My group, My team, My partner and I, etc.] acknowledge(s) the use of [generative AI tool Name] in the creation of this assignment. I/We used the [generative AI tool Name] to [e.g., conduct research, edit sentence-level writing, receive assistance for narrowing the purpose statement, etc.]."

Please review the *AI Acceptable Use Guidelines for Students* at https://www.south.edu/student-resources/.

UCPI – DPT – Updated Nov 2025