



**Boston University** College of Health  
& Rehabilitation Sciences: Sargent College  
Department of Physical Therapy & Athletic Training

# **ATHLETIC TRAINING PROGRAM**

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## **Academic Policy and Procedure Manual 2014-2015**

Boston University  
College of Health and Rehabilitation Sciences: Sargent College  
Department of Physical Therapy and Athletic Training  
Athletic Training Program

Athletic Training Students:

The following academic and clinical policies and procedures reflect the requirements of the athletic training program. It is assumed that all persons enrolled in the athletic training program have read and accept these policies and procedures. These policies are in addition to those established by Boston University and the College of Health and Rehabilitation Sciences: Sargent College.

Please review this manual. Any updated information or additions will be provided as necessary.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sara D. Brown', with a long horizontal flourish extending to the right.

Sara D. Brown, MS, ATC  
Director, Programs in Athletic Training

#### **SCOPE OF THE ATHLETIC TRAINING PROGRAM ACADEMIC POLICY & PROCEDURE MANUAL**

Information in this manual is not intended to be fully comprehensive. Students should also refer to policies or procedures that are found in: *BU Sargent College Graduate or Boston University Bulletin, Academic Conduct Code, Mugar Library Guidelines for Preparation of Theses and Dissertations, Boston University or BU Sargent College websites.*

While every effort is made to keep all of these sources accurate, up-to-date, and in agreement with one another, occasional discrepancies may occur and will be resolved by consultation with your Program Director.

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# TABLE OF CONTENTS

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## DEPARTMENT PERSONNEL

### SECTION 1: WELCOME TO BOSTON UNIVERSITY COLLEGE OF HEALTH & REHABILITATION SCIENCES: SARGENT COLLEGE

MISSIONS OF BOSTON UNIVERSITY AND BU SARGENT COLLEGE  
INTRODUCTION TO BU SARGENT COLLEGE  
ACADEMIC PROGRAMS

### SECTION 2: BOSTON UNIVERSITY CORE POLICIES

ABSENCE FOR RELIGIOUS REASONS  
ATTENDANCE  
ACADEMIC PROBATION, SUSPENSION, AND REINSTATEMENT  
SUSPENSION OR DISMISSAL  
DISABILITY ACCOMMODATION  
LATIN HONORS

### SECTION 3: BU SARGENT COLLEGE CORE POLICIES

PROFESSIONAL BEHAVIOR  
INTRA-UNIVERSITY TRANSFER  
DEAN'S LIST  
ENGLISH REQUIREMENT  
GRADUATION DEADLINES  
POLICIES ON ACADEMIC DISHONESTY

### SECTION 4: WELCOME TO THE ATHLETIC TRAINING PROGRAM

DEPARTMENT OF PHYSICAL THERAPY AND ATHLETIC TRAINING MISSION STATEMENT  
ATHLETIC TRAINING PROGRAM MISSION STATEMENT  
EXPECTED STUDENT OUTCOMES  
EDUCATIONAL FACULTY OUTCOMES  
ACCREDITATION

### SECTION 5: AT PROGRAM CURRICULUM AND REQUIREMENTS

PROGRAM CURRICULUM  
ELECTIVE REQUIREMENTS  
STUDY ABROAD  
PARTICIPATION IN INTERCOLLEGIATE ATHLETICS  
COURSE SUBSTITUTIONS

### SECTION 6: TRANSFER REQUIREMENTS

GENERAL REQUIREMENTS

### SECTION 7: REGISTRATION PROCEDURES

COURSE ADJUSTMENTS  
AUDITING A COURSE  
COURSE OVERLOAD POLICY  
PASS / FAIL POLICY  
MET COURSE POLICY

## [SECTION 8: LEAVE OF ABSENCE / WITHDRAWAL POLICIES](#)

WITHDRAWAL FROM THE INSTITUTION

LEAVE OF ABSENCE

## [SECTION 9: ACADEMIC POLICIES AND STANDARDS](#)

MATRICULATION REQUIREMENTS

GRADUATION REQUIREMENTS AND PROCEDURES

CALCULATION OF GPI INVOLVING UNSATISFACTORY GRADES

SARGENT HONORS THESIS

## [SECTION 10: COURSE GRADING POLICIES](#)

GRADE CHANGES

INCOMPLETE COURSEWORK

DISPUTING A GRADE

GRADING SCALE

## [SECTION 11: EXAM POLICIES](#)

MISSED EXAMINATIONS

ILLNESS DURING EXAMS

PRACTICAL EXAMS

EXAM GRADE JUSTIFICATION

FINAL EXAMINATIONS

## [SECTION 12: EVALUATION OF ACADEMIC COMPONENTS](#)

COURSE EVALUATIONS

## [SECTION 13: STUDENT ADVISING](#)

ACADEMIC ADVISOR

ACADEMIC SERVICES CENTER

EDUCATIONAL RESOURCE CENTER

## [SECTION 14: PETITION AND APPEALS PROCESS](#)

DEPARTMENT OF PHYSICAL THERAPY AND ATHLETIC TRAINING'S COMMITTEE ON ACADEMIC POLICY AND PROCEDURES (PT/AT CAPP)

BU SARGENT COLLEGE'S COMMITTEE ON ACADEMIC POLICIES AND PROCEDURES (SAR/CAPP)

## [SECTION 15: REQUIRED VERIFICATIONS: TECHNICAL STANDARDS, IMMUNIZATION, COMMUNICABLE DISEASE POLICY, TUBERCULOSIS STATUS](#)

## [SECTION 16: ADDITIONAL COSTS ASSOCIATED WITH THE PROGRAM](#)

## [SECTION 17: PROGRAM COMMUNICATION AND WORK-STUDY OPPORTUNITIES](#)

PROGRAM COMMUNICATION

WORK-STUDY POSITIONS

## [SECTION 18: SCHOLARSHIPS & AWARDS](#)

PROFESSIONAL ASSOCIATION SCHOLARSHIPS

ANTHONY A. SCHEPSIS & DAVID W. ZIMMER AWARD

## [SECTION 19: CLINICAL EDUCATION](#)

STUDENT EXPERIENCE

PROFESSIONAL BEHAVIOR IN CLINICAL EDUCATION

DOCUMENTATION OF HOURS

COMMUNICABLE AND INFECTIOUS DISEASE POLICY

PATIENT CONFIDENTIALITY/HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

CRIMINAL BACKGROUND CHECKS

POTENTIAL RISKS

## [SECTION 20: EMERGENCY CARDIAC CARE CERTIFICATION](#)

## [SECTION 21: FACILITY CONTRACTS](#)

## [SECTION 22: GENERAL ATHLETIC TRAINING CLINICAL EXPERIENCE GUIDELINES](#)

WHAT TO WEAR

WHAT NOT TO WEAR

## [SECTION 23: EXPOSURE CONTROL PROCEDURES](#)

STANDARD PRECAUTIONS

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# **1. WELCOME TO BOSTON UNIVERSITY COLLEGE OF HEALTH & REHABILITATION SCIENCES: SARGENT COLLEGE**

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## **MISSION OF BOSTON UNIVERSITY**

Boston University is an international, comprehensive, private research university, committed to educating students to be reflective, resourceful individuals ready to live, adapt, and lead in an interconnected world. Boston University is committed to generating new knowledge to benefit society.

We remain dedicated to our founding principles: that higher education should be accessible to all and that research, scholarship, artistic creation, and professional practice should be conducted in the service of the wider community—local and international. These principles endure in the University's insistence on the value of diversity, in its tradition and standards of excellence, and in its dynamic engagement with the City of Boston and the world.

Boston University comprises a remarkable range of undergraduate, graduate, and professional programs built on a strong foundation of the liberal arts and sciences. With the support and oversight of the Board of Trustees, the University, through our faculty, continually innovates in education and research to ensure that we meet the needs of students and an ever-changing world.

## **MISSION OF BU SARGENT COLLEGE**

The mission of Boston University College of Health and Rehabilitation Sciences: Sargent College is to advance, preserve, disseminate, and apply knowledge in the health and rehabilitation sciences. BU Sargent College strives to create an environment that fosters critical and innovative thinking to best serve the health care needs of society.

## **INTRODUCTION TO BU SARGENT COLLEGE**

Boston University College of Health and Rehabilitation Sciences: Sargent College became part of Boston University in 1929. It originally was founded as a School of Physical Training in Cambridge, Massachusetts by Dr. Dudley Allen Sargent in 1881. Dr. Sargent built an international reputation as an innovator in health promotion and physical conditioning. With the expansion of knowledge about health and the increase in complexity of society's health care needs, BU Sargent College continuously improves our degree programs to meet the needs of future professionals in health fields.

## **ACADEMIC PROGRAMS**

Undergraduate programs include Athletic Training, Health Science, Health Studies (undergraduate portion of the Doctor of Physical Therapy program), Human Physiology (pre-med), Dietetics, Nutritional Science (pre-med), Speech, Language and Hearing Sciences, and Behavior & Health (undergraduate portion of the Occupational Therapy program). Graduate programs are offered in Human Physiology, Nutrition, Audiology, Occupational Therapy, Physical Therapy, Rehabilitation Sciences and Speech-Language Pathology.

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## **2. BOSTON UNIVERSITY CORE POLICIES**

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### **ABSENCE FOR RELIGIOUS REASONS**

Massachusetts law and Boston University policy requires faculty and staff to accommodate students who are absent due to religious observance.

Massachusetts General Law Chapter 151C, Section 2B, states:

Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

The University implements this law as follows:

1. Students are permitted to be absent from class, including classes involving examinations, labs, excursions, and other special events, for purposes of religious observance. Class and other work shall be made up in consultation with the student's instructors. All religious observances, within all religious traditions, are subject to this accommodation. A list of religious groups currently active on campus may be found at the Religious Life link on the University's website.
2. When preparing syllabi, instructors should be mindful of major days of religious observance. Please refer to <http://www.bu.edu/chapel/religion/>.
3. It is recommended that instructors provide students with the dates and times for examinations and other major course obligations at the beginning of the semester or summer session and that students inform instructors of conflicts due to religious observance very early in the semester, so that accommodations can be made.
4. Once a student informs an instructor of a conflict due to religious observance, the instructor and student should seek to arrive at mutually acceptable alternative arrangements for class work and examinations. In general, the student must be given the opportunity to do appropriate make-up work that is equivalent to the original examination, assignment, or other academic exercise. This could be the same work with a different due date, or a substantially similar exercise at another time. Make-up examinations and work should be arranged so as to not create an unreasonable burden upon either the student or the instructor or school. To avoid misunderstandings, the agreed-upon arrangement should be put in writing. If, after discussion, the instructor and student cannot agree on an accommodation, the advice of the college Dean's office should be sought.
5. Students or teachers who would like advice or counsel about religious observance may call or email the Dean of Marsh Chapel (Robert Alan Hill, 617-358-3394, [rahill@bu.edu](mailto:rahill@bu.edu)) or the Director of Marsh Chapel (Raymond Bouchard, 617-358-3390, [dymphna@bu.edu](mailto:dymphna@bu.edu)) for help in the administration of this policy.



## ATTENDANCE

Students are expected to attend each class session unless they have a valid reason for being absent. Students may be required at any time to account for undue irregularity in attendance. Any student who has been excessively absent from a course may be required to withdraw from that course without credit. Students who expect to be absent from class for more than 5 days should notify the dean promptly.

Students absent from classes more than 2 days for illness should be under a physician's care. Students who are absent 5 days or more for illness should present to BU Student Health Services a certificate of fitness from their physician or be examined at BU Student Health Services.

## ACADEMIC PROBATION, SUSPENSION, AND REINSTATEMENT

The university policy on academic probation can be found here: <http://www.bu.edu/academics/policies/academic-standing-for-undergraduate-students-in-full-time-programs/>. Students on probation are encouraged to seek advice from their academic advisor and/or an academic counselor at the college.

*Specific program policies may be more stringent than the College policy.*

## SUSPENSION OR DISMISSAL

Boston University, through its various faculties and committees, reserves the discretionary right to suspend or dismiss any student from the University for failure to maintain a satisfactory academic record, acceptable personal behavior, or for other reasons of health, safety, or welfare of the University community. It is University policy that no progress can be made toward a degree during a period in which the student is suspended from the University for disciplinary reasons. Copies of Boston University's *Academic Conduct Code* are available from the Office of the Dean of Students, East Tower, George Sherman Union, 775 Commonwealth Avenue, Boston, MA 02215

## DISABILITY ACCOMMODATION

Boston University provides reasonable accommodations to eligible individuals with disabilities in conformance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. Requests for disability accommodations must be made in a timely fashion to the [BU Office of Disability Services](#), 19 Deerfield Street, Boston, MA 02215; 617-353-3658 (Voice/TTY). Students seeking accommodations must submit appropriate medical documentation and comply with the policies and procedures of the BU Office of Disability Services.

## LATIN HONORS

Calculation of Latin honors includes all semesters at Boston University:

- summa cum laude – top 5% of graduating class
- magna cum laude – next 10% of graduating class
- cum laude – next 15% of graduating class

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## **3. BU SARGENT COLLEGE CORE POLICIES**

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### **PROFESSIONAL BEHAVIOR**

BU Sargent College strives to create an environment that fosters critical and innovative thinking to best serve the health care needs of society. This environment is made possible only through full participation of all members of the BU Sargent College community. A key expectation of this community of scholars, educators, practitioners and students is the adherence to the highest standards of professional and ethical behavior.

Academic performance is one indicator of success for BU Sargent College students. Students are also expected to demonstrate professional behavior, to accept responsibility for their actions, and to expect the same from their peers. Professional behavior is expected across environments, whether the student is engaged in clinical practice, classroom instruction, peer or faculty interaction, research or laboratory activities. Students are expected to know and comply with the specified rules for each of their academic and clinical experiences.

Students are evaluated on professional behavior in addition to academic performance. Failure to meet the standards for professional behavior may result in dismissal from the program. The specific responsibilities of students are outlined in this manual. (adopted by SAR Faculty, 12/98)

### **INTRA-UNIVERSITY TRANSFER**

Intra-university transfer applicants to BU Sargent College programs should make an appointment to speak with an academic counselor in the Academic Services Center (ASC).

### **DEAN'S LIST**

Full-time students are named to the Dean's List for excellence of scholarship upon achieving a grade point index of 3.5 in any one semester with no incomplete grades and at least 12 credits of letter grades; P/F grades are not considered.

### **ENGLISH REQUIREMENT**

All BU Sargent College students are required to complete a college-level English composition course. Advanced placement units and/or exemption by SAT scores may not be used to meet this requirement.

### **GRADUATION DEADLINES**

A graduation application must be submitted to the ASC by February 1 for May or September degree dates or by October 1 for January graduation. Students are responsible for the accuracy of their graduation applications. BU Sargent College baccalaureate degree requirements must be completed within 8 years of the initial date of matriculation at Boston University.

## **POLICIES ON ACADEMIC DISHONESTY**

Boston University College of Health and Rehabilitation Sciences: Sargent College is committed to creating an intellectual community in which both faculty and students participate in the free and uncompromising pursuit of learning. This is possible only in an atmosphere of mutual trust where the discovery and communication of truth are marked by scrupulous, unqualified honesty. The college expects all students to adhere strictly to the accepted norms of intellectual honesty in their academic and clinical work. It is the responsibility of the student to abide by the BU [Academic Conduct Code](#).

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## **4. WELCOME TO THE AT PROGRAM**

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### **DEPARTMENT OF PHYSICAL THERAPY AND ATHLETIC TRAINING MISSION STATEMENT**

The mission of the Department of Physical Therapy and Athletic Training is to advance, disseminate, and apply knowledge in health and rehabilitation sciences. The department strives to develop critically thinking, innovative, and evidence-based professionals who engage in life-long learning and leadership in the areas of clinical practice, research, and community service.

### **ATHLETIC TRAINING PROGRAM MISSION STATEMENT**

The mission of the athletic training program is to prepare its students to function as critical thinkers in a changing society. Our students will develop supervisory, management, communication, and critical thinking skills to become effective team members, life-long learners, and advocates for patients, the public, and health care professionals.

This undergraduate program leads to a Bachelor of Science (BS) degree in athletic training. The program, approved by the National Athletic Trainers' Association in June, 1993, accredited by the Commission for Accreditation of Allied Health Education Programs in 1998 and re-accredited in 2004 and 2011, now holds accreditation from the Commission on Accreditation of Athletic Training Education. Completion of the program leads to eligibility to take the BOC certification examination and prepares students for employment as athletic trainers in all appropriate settings.

The athletic training program is based on a solid liberal arts and science education designed to foster development of human values, effective interpersonal skills, and a scientific foundation for the major area of study. The professional athletic training curriculum provides an effective blend of classroom instruction and clinical experience designed to prepare the student to practice as an athletic trainer.

## EXPECTED STUDENT OUTCOMES

Graduates of the athletic training program from Boston University: Sargent College will:

1. Practice independently as athletic trainers.
2. Incorporate ethical, moral, and legal behavior into the practice of athletic training.
3. Use patient/client values and circumstances, research findings, outcomes, and clinical expertise to guide clinical decision-making.
4. Recognize the role of the athletic trainer as a healthcare provider within the larger context of a changing healthcare system.

## ATHLETIC TRAINING EDUCATIONAL FACULTY OUTCOMES

Faculty of the athletic training program from BU Sargent College will:

1. Maintain an ongoing commitment to evidence based practice in teaching, clinical practice, service and scholarship.
2. Disseminate at least one scholarly product to health care professionals every other year in a peer-reviewed format.
3. Maintain active Massachusetts licensure and membership in the National Athletic Trainers' Association.
4. Assume a leadership role in an area that impacts the practice of athletic training.

## ACCREDITATION

The AT program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). Completion of the program leads to eligibility to take the Board of Certification examination.

CAATE  
6836 Austin Center Blvd., Suite 250  
Austin, TX 78731-3193  
(512) 733-9700

## 5. AT PROGRAM CURRICULUM AND REQUIREMENTS

### PROGRAM CURRICULUM

#### Freshman Fall

Course #	Course title	Credits	Prerequisite (C- or above)	Professional (C or above)
CAS BI 105	Intro to Biology for Health Sciences	4	X	
CAS CH 171	Life Sciences Chemistry I	4	X	
CAS MA 118 or CAS MA 121	College Algebra & Trigonometry or Calculus for the Life & Social Sciences	4		
CAS WR 100	Writing Seminar	4		
SAR HP 151	Intro to Health & Rehabilitation Professions	2		

## Freshman Spring

Course #	Course title	Credits	Prerequisite (C- or above)	Professional (C or above)
CAS BI 106	Human Anatomy	4	X	
CAS CH 172	Life Sciences Chemistry II	4	X	
CAS PS 101	General Psychology	4		
SAR AT 205	Athletic Training Practicum	1		X (pass)
SAR HS 201	Intro to Nutrition	4		X

## Sophomore Fall

Course #	Course title	Credits	Prerequisite (C- or above)	Professional (C or above)
CAS BI 211	Human Physiology	4		X
CAS PS 211 or CAS MA 113 or CAS MA 115 or CAS MA 213	Statistics	4		
CAS PY 105	Elementary Physics I	4	X	
SAR AT 304	Athletic Training Practicum II	2		X
SAR AT 355	Foundations of Athletic Training	4		X

## Sophomore Spring

Course #	Course title	Credits	Prerequisite (C- or above)	Professional (C or above)
CAS PY 106	Elementary Physics II	4	X	
SAR AT 305	Athletic Training Practicum III	2		X
SAR AT 356	Exam & Diagnosis of Orthopedic Conditions	4		X
SAR HS 369	Gross Human Anatomy	4		X
SAR HP 252	Health & Disability Across the Lifespan	4	X	

## Junior Fall

Course #	Course title	Credits	Prerequisite (C- or above)	Professional (C or above)
SAR AT 404	Clinical Athletic Training I	4		X
SAR HP 531	Clinical Medicine I: Physical Agents	4		X
SAR HS 342	Exercise Physiology	4		X

## Junior Spring

Course #	Course title	Credits	Prerequisite (C- or above)	Professional (C or above)
SAR AT 405	Clinical Athletic Training III	4		X
SAR AT 430	Orthopedic Rehabilitation	5		X
SAR HP 532	Clinical Medicine II	4		X
SAR HP 572	Principles of Evidence-Based Practice	3		X

## Senior Fall

Course #	Course title	Credits	Prerequisite (C- or above)	Professional (C or above)
SAR AT 504	Clinical Athletic Training III	4		X
SAR HP 560	General Medicine Practicum	1		X
SAR HP 565	Biomechanics	4		
SAR AT 432	Organ. and Admin. of AT	2		X

## Senior Spring

Course #	Course title	Credits	Prerequisite (C- or above)	Professional (C or above)
SAR AT 505	Clinical Athletic Training IV	4		X
SAR HP 353	Organization & Delivery of Health Care in the U.S.	4		

## ELECTIVE REQUIREMENTS

- 2 Social Science electives (8 credits)
- 1 Humanities elective (in addition to WR 100) (4 credits)
- 1 PDP (1 credit)
- Remaining credits (to acquire 128 minimum required) from general electives

## STUDY ABROAD

With planning, athletic training students can study abroad. This is most easily accomplished by a summer study abroad program.

## PARTICIPATION IN INTERCOLLEGIATE ATHLETICS

Students participating in intercollegiate athletics must consult the program director before enrolling in this major. Significant restrictions apply that may preclude or delay successful completion of the program by intercollegiate athletes. Participation in club and intramural activities provides a good alternative for some.

## COURSE SUBSTITUTIONS

Program approval must be secured for any course requirement, repetition or substitution at Boston University or elsewhere. Credit may not be granted if such approval has not been received in advance. Course Equivalent Approval and Petition forms are available in the ASC.

In recognizing credit for transfer from other institutions, the college does not accept toward degree requirements any courses in which the student has received grades lower than C (undergraduate students) or B- (graduate students).

Any prerequisite courses (identified in the Program Curriculum section of this document) that are to be taken at another university must be pre-approved following the procedures prescribed by the ASC. A maximum of 8 credits of prerequisite courses may be taken outside of Boston University.

If a course transferred from outside the university is on a different credit system, the course content will be accepted as equivalent, but the credits cannot be converted to Boston University's 4-credit hour system (ie, 3-credit courses taken elsewhere will remain as 3 credits when transferred to Boston University). Additionally, for courses taken at colleges or universities structured on the quarter system, credits will be transferred with one quarter hour being equivalent to 0.6-credit hours (example: 4 quarter hours = 2.4 credit hours).

*While a 3-credit hour course will usually fulfill a 4-credit hour requirement, a 4-quarter hour course will only be accepted as fulfilling the requirement at the discretion of a student's advisor.*

*While credits taken at other institutions are recognized by Boston University, grades achieved at other institutions are not calculated into the overall GPA.*

### Advanced Placement (AP) credits

AP credits or transfer credits from other colleges may be used toward elective courses (eg, humanities). After consulting with their advisor, students must petition PT/AT CAPP to waive BI 106, BI 211 and CH 172 with AP credits.

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## **6. TRANSFER REQUIREMENTS**

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Students may transfer into the athletic training program until the first semester of their junior year. Transfer by the completion of the freshman year is recommended for timely completion of the program. Transfer during or at the completion of the sophomore year may require additional time to complete the requirements. All athletic training courses must be completed at Boston University.

### **GENERAL REQUIREMENTS FOR TRANSFER**

- A cumulative GPA of 2.0 (without rounding).
- No D grades in [prerequisite courses](#).
- Verification of immunization status and completion of Verification of Health Status form. [Available on program Blackboard site.]
- Grades of C or better in all [professional courses](#).

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## **7. REGISTRATION PROCEDURES**

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Prior to course registration, students meet with their academic advisor to review course selection and credit hours. Once the semester schedule is approved by the advisor, an advising code is given. This advising code allows students access to register for courses online at the [Student Link](#).

### **COURSE ADJUSTMENTS**

Changes in a student's course or section enrollment involve dropping and adding courses. A student should consult with his/her advisor prior to dropping or adding a course, except where the drop/add consists merely of a change in section within the same course. The course adjustment forms are available in the ASC. The instructor of the course must sign a Course Adjustment form for an addition, but need not when a student is dropping a course. Withdrawal and refund policies can be obtained from the ASC or at the [University Registrar](#).

*A student's financial assistance may be affected by the withdrawal from a course. Students should check the university policies regarding the credit hour requirement to continue receiving financial aid.*

## Important dates to observe

1. After the first 2 weeks of classes no course may be added.
2. A course dropped during the first 5 weeks will not appear on the student's permanent record and does not require the instructor's approval.
3. A course dropped after the first 5 weeks will appear on the permanent record as a W (withdrawal). All courses must be dropped by the published date.
4. The final date to drop a course is 8 weeks prior to the last day of class.

Withdrawal and refund policies can be obtained from the ASC or at the [University Registrar](#).

## AUDITING A COURSE

Students are permitted to audit BU Sargent College courses only at the discretion and permission of the instructor. A student who audits a course does not earn credits or a grade. Audited courses do not count toward completion of degree requirements. *An auditor may not change his or her status after the fifth week of classes.*

Auditors must attend classes regularly, do assigned readings, and participate in discussions, but they are excused from exams. Auditors are subject to the full tuition and fees of the course. Required courses may not be audited.

## COURSE OVERLOAD POLICY

All seniors may take up to 20 credits at no extra charge. Other students, who have a 3.3 GPA or higher, may take up to 20 credits with written permission from their faculty advisor. Students who do not have a 3.3 GPA are required to secure the permission of their faculty advisors and to pay the additional tuition, assessed at the part-time rate, for credits in excess of 18.

## PASS / FAIL POLICY

All students wishing to take a course pass/fail, which is regularly a graded course, must petition the instructor within the first 2 weeks of the semester. The petition must be approved by the instructor and the student's academic advisor.

*No professional or prerequisite course may be taken as pass/fail.*

## MET COURSE POLICY

Most MET Courses with the same number, title, and description as their CAS counterparts are considered equivalent to CAS courses for the purposes of concentration or divisional studies credit. Other MET courses do not have CAS equivalents but offer unique academic content. Students are advised to have all MET courses approved as equivalent to CAS courses or appropriate for their degree programs by their faculty prior to registration.



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## **8. LEAVE OF ABSENCE / WITHDRAWAL POLICIES**

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### **WITHDRAWAL FROM THE INSTITUTION**

- Undergraduate students: obtain form from the [University Service Center](#) for approval and exit interview.
- Any matriculated student who is not registered for a semester and has not filed a LOA form is automatically withdrawn from the university.
- A student who voluntarily withdraws from BU Sargent College may apply for reinstatement to the program in which he/she wishes readmission at least 8 weeks prior to the beginning of the semester. The student and the university registrar are then notified as to whether the registration is approved.

### **LEAVE OF ABSENCE**

- Students must complete forms from the ASC which must be signed by their faculty advisor and approved by the Program Director.
- A student on a leave of absence must notify the ASC in writing at least 4 weeks prior to expiration of the leave whether or not he/she intends to return to the college.
- A leave of absence is allowable for up to 2 consecutive academic year semesters. Leaves of absence may be renewed upon written request by the student for a maximum of one additional year.
- If the student does not return to the degree program after 4 consecutive semesters, the student is considered withdrawn, and he/she must reapply for admission. This application will be evaluated along with those submitted by new applicants.
- A student wishing to complete a semester of study at another university must receive departmental approval by way of petition, requesting a leave of absence, approval of coursework, and transfer of credits to Boston University. Credits will not be transferred until official transcripts have been received by the ASC.

*A student may not apply for a leave of absence to avoid either probation or dismissal for academic reasons*

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## **9. ACADEMIC POLICIES AND STANDARDS**

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### **MATRICULATION REQUIREMENTS**

#### Cumulative GPA

An overall GPA of 2.0 (without rounding) must be attained by the beginning of the junior year and maintained for graduation. Failure to attain an overall GPA of 2.0 by the beginning of the junior year will result in termination from the athletic training program.

### Prerequisite Courses

A grade of C- or better must be achieved in all prerequisite courses, including BI 105, BI 106, CH 171, CH 172, PY 105 and PY 106. If a student receives below a C- in any prerequisite course he/she will be required to repeat the course. Matriculation will be terminated if the student does not achieve a grade of a C- or better the second time. Enrolling in any course and receiving a "W" constitutes having taken the course once. Up to 8 credits of prerequisite courses can be taken at institutions other than Boston University. See also Course Substitutions section.

### AT Courses with Clinical Education Components

A letter grade will be given for the following courses with clinical education (CE) components: AT 304, AT 305, HP 560, AT 404, AT 405, AT 504, and AT 505. AT 205 is graded on a pass/fail basis. Each course with a CE component must be passed in sequence to continue on to the next one. The minimum required grade (for a non-pass/fail course) is a C. Students who get below a C (or fail a pass/fail course with CE) must retake the course the next time it is offered. This delay in sequence will postpone the graduation date.

Students are permitted to retake a course with CE components only once. Failure to achieve a grade of C or better in the repeated course will result in termination from the program.

### Other Courses

Students can apply a grade of D in an elective course (not a prerequisite or professional course) toward the 128 credit undergraduate degree requirement. While there is no limit on this, the student must continue to maintain the required 2.0 GPA required at the beginning of the junior year to continue in the program.

## **GRADUATION REQUIREMENTS AND PROCEDURES**

- A minimum grade of C in all professional courses, including BI 211, HS 201, HS 342, HS 369, AT 355, AT356, AT 432, HP 531, HP 532, AT 430, and HP 572. Professional courses may be retaken only once to meet the requirements.
- Satisfactory completion of all courses with clinical education components (AT 205, AT 304, AT 305, AT 404, AT 405, AT 504, AT 505 HP 560) as per the criteria indicated above.
- A cumulative GPA of 2.0 (without rounding).
- A minimum of 128 credits. BU Sargent College requires that a minimum of 48 credits be taken at Boston University to fulfill requirements for graduation. Individual programs may require more.

The University awards degrees three times each year: May, September and January. September and January graduation dates are always the 25th of each month, while the commencement day in May varies by academic year.

Students may participate in May graduation ceremonies without receiving their diploma if they are eligible to graduate by September or have completed all credited coursework required for the degree.

## CALCULATION OF GPI INVOLVING UNSATISFACTORY GRADES

The unacceptable grade shall appear on the student's permanent academic record and shall be included in the calculation of the grade point index (GPI) for that semester and cumulative GPA computed for graduation. No repetition or substitution of the course concerned can remove this grade from the permanent record.

If an acceptable grade is later achieved by repetition of the course or by substitution of a course at Boston University, the course grade is entered in the permanent academic record and is included in calculating the GPI for that semester in which the grade is earned. Subsequent calculations of the cumulative GPA shall be made including the acceptable grade.

If an acceptable grade is later achieved by repetition of a course, or by substitution of a course at another college or university, the course shall be entered on the permanent academic record but the grade will not be calculated into the GPI or the GPA.

## SARGENT SENIOR THESIS FOR DISTINCTION

The Senior Thesis for Distinction is an opportunity for an undergraduate senior enrolled in the College of Health and Rehabilitation Sciences: Sargent College to complete an in-depth research experience within his/her major or minor field of study. More information can be found at: <http://www.bu.edu/sargent/admissions/undergraduate/thesis-for-distinction/>

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# 10. GRADING POLICIES

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## GRADE CHANGES

Once officially recorded, grades may be changed only by the instructor through the filing of an official grade change form. Students have responsibility for checking with the instructor and with the [University Registrar](#) to be certain the grade change has been recorded. No grades can be changed once the student officially graduates.

## INCOMPLETE COURSEWORK

No incomplete grades in CAS or SAR will be reported unless the instructor and the student have conferred, the student has presented a sufficient reason why the work of a course cannot be completed on schedule, and the instructor has assigned a date within the succeeding 12 months by which time all course requirements must be completed. No degree credit for incomplete courses will be granted unless the work is completed by the date assigned, which must be no later than 1 calendar year of the date on which the incomplete date is reported.

Incomplete grades must be resolved prior to continuing with other courses in the professional program, including those with CE components.

*If coursework remains incomplete on the assigned date or 12 months after the I grade has been awarded, whichever comes first, the I grade will be changed automatically and permanently to an F grade.*

## DISPUTING A GRADE

A student who questions the final grade in a Department of Physical Therapy and Athletic Training course must bring his/her concerns to the course instructor within 6 weeks of issuance of grade reports.

## GRADING SCALE

The AT program follows the BU Sargent College grading policy outlined below:

92.5 or above	A	4.0
89.5 - 92.4	A-	3.7
86.5 - 89.4	B+	3.3
82.5 - 86.4	B	3.0
79.5 - 82.4	B-	2.7
76.5 - 79.4	C+	2.3
72.5 - 76.4	C	2.0
69.5 - 72.4	C-	1.7
59.5 - 69.4	D	1.0
59.4 or below	F	0

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## 11. EXAM POLICIES

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### MISSED EXAMINATIONS

Students who are unable to attend an examination must provide the instructor with a valid reason for the absence PRIOR to the start of that exam. Acceptable reasons for absence may include illness, religious holiday, death in the family, natural disaster, or travel with a team. Documentation may be required. Failure to follow this procedure will result in a grade of zero for the missed exam.

Students must take immediate responsibility for arranging a make-up exam with the instructor. Make-up exams are not necessarily automatic, and are given at the discretion of the instructor. Failure to make acceptable arrangements within 1 week will result in a grade of zero for the missed exam. The format of the make-up exam is up to the instructor.

### ILLNESS DURING EXAMS

Students who become ill during an exam must notify the instructor DURING the exam. Make up exams and alternate considerations for illness are given at the discretion of the instructor.

## PRACTICAL EXAMS

Policies regarding practical examinations are described in each course syllabus. In some classes, the practical examination must be passed (as defined in the syllabus) in order to pass the course. A failed practical exam may be retaken once.

## EXAM GRADE JUSTIFICATION

A student who wishes to question the accuracy or justification of an exam grade must do so within 2 weeks of receiving the grade. Requests received after that time need not be considered by the instructor.

## FINAL EXAMINATIONS

### Schedule

The examination schedule is determined by the Office of the University Registrar in accordance with the semester class schedule. Adjustments in the final examination schedule are made by the program through the ASC. Adjustments for individual students are made by the faculty member(s) if appropriate.

### Policies

No student shall take more than 2 examinations per day during the examination period. In the event that a student is scheduled to take more than 2 examinations in 1 day, he/she will be allowed to reschedule one of the examinations to another examination day chosen in conjunction with the instructor, to be taken at a central, proctored location provided by the university.

No written examinations may be held outside the designated final exam period, with the exception of those courses that do not follow the usual university semester calendar.

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## **12. EVALUATION OF ACADEMIC COMPONENTS**

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## COURSE EVALUATIONS

The department requires that all department-taught courses be evaluated by students each semester. A computer-scored standard form is used. The Department of Physical Therapy and Athletic Training further requires that students be offered the opportunity to submit in writing additional comments on the course and instructor(s).

Course evaluations are used by instructors to improve both their own teaching skills and the design and implementation of their courses. The evaluations are further used by the department and college to assess the instructor's performance for such issues as contract renewal, merit, promotion, and tenure.

### Procedures for Course Evaluations

Course evaluations will be conducted within the last 2 regularly scheduled meeting times for the class.

All course evaluations, including any written comments submitted by the class will be collected (either written or on-line) and delivered to the program coordinator for the Department of Physical Therapy and Athletic Training. Faculty will receive evaluations only after final grades for the semester have been submitted.

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## **13. STUDENT ADVISING**

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### **ACADEMIC ADVISOR**

Students are assigned to an AT program faculty member for assistance and advice throughout their academic careers. Students who feel that a different advisor will improve their advising situation may ask the program director or department chair for a change.

Faculty advisor responsibilities are to:

- Be available by appointment and during office hours.
- Provide professional and academic guidance.
- Advise students of available university counseling services if they need that assistance.
- Meet with advisees at each registration period to approve courses selected by each student.
- Advise students regarding petition processes.
- Advise and assist students interested in the study abroad program.

### **ACADEMIC SERVICES CENTER (ASC)**

To supplement student advising through the appropriate departmental faculty, the BU Sargent College Academic Services Center (ASC) offers advising concerned with university academic and registration processes, general program and degree requirements, transfer within the college, university, or to other institutions, and accuracy of the individual student's academic record.

### **EDUCATIONAL RESOURCE CENTER (ERC)**

This center offers students a variety of seminars on studying and test-taking, as well as individual coursework tutoring. The student can either be self-referred or referred by the advisor for services.

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## **14. PETITION AND APPEALS PROCESS**

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### **DEPARTMENT OF PHYSICAL THERAPY AND ATHLETIC TRAINING COMMITTEE ON ACADEMIC POLICY AND PROCEDURES (PT/AT CAPP)**

Any student seeking variance from a program or department policy or procedure may obtain a petition form from the ASC. The petition form should be completed and discussed with your

academic advisor. The petition should include, when necessary, a written letter describing the reasons the student believes a variance in policy is indicated in his/her case. The petition should also provide documented evidence in support of the petition if necessary. The student must submit the petition to the chair of the Department of Physical Therapy and Athletic Training Committee on Academic Policy and Procedure (PT/AT CAPP). The chair of the Committee will inform the student of the decision. If the issue remains unresolved or the student believes he/she has not received due process, the student may appeal the decision to BU Sargent College's Committee on Academic Policy and Procedure (SAR/CAPP).

## **BU SARGENT COLLEGE'S COMMITTEE ON ACADEMIC POLICIES AND PROCEDURES (SAR/CAPP)**

The purpose of the SAR/CAPP is to assure that the standards set by the college at large and academic policies set by the faculty of individual programs are consistently applied in a non-prejudicial and non-discriminatory manner.

Therefore, SAR/CAPP will consider petitions that involve academic standards and policies if students have pertinent additional information not previously presented; if there are extenuating circumstances that justify deviation from, or exception to, stated rules; or if students feel that the departmental committee or a faculty member has not dealt with them in a fair manner.

Petitions to SAR/CAPP to reconsider academic or disciplinary actions against a student must be submitted at least one week prior to the start of the semester following the initial departmental action. The committee must schedule the hearing to act on the petition no later than 14 days after the completed petition is received.

SAR/CAPP will inform the student of the scheduled hearing date. The student will be requested to submit all pertinent materials to the committee in advance of the hearing. The student has the right to present his/her case in person if so desired. The committee may request the attendance of other individuals who may speak to the issue(s) under consideration. A verbatim transcript of the hearing may be requested by the committee and/or student and will be made available to the student upon request. The student must make this request in writing at least 48 hours before the meeting time. The student will be notified of the committee's decision in writing within 5 days after the hearing.

If the student is not satisfied with the decision of SAR/CAPP, the student may petition the dean of the college for reconsideration.

*All academic conduct and standards cases are subject to the review and final determination, including determination of sanction, by the provost of Boston University or his or her designated representative.*

Matters relating to a course taken by a student in a school or college other than the one in which the student is enrolled are subject to the determination of the school or college in which the course is offered. Disciplinary or academic actions against a BU Sargent College student by other segments of the university will be reviewed by the dean of BU Sargent College. Any student terminated from a program within BU Sargent College for disciplinary reasons is automatically terminated from the college.

Students may petition SAR/CAPP to consider non-academic issues such as charges of discrimination or sexual harassment by faculty, staff or students. Students are urged to seek redress within the

appropriate department(s) whenever possible, but SAR/CAPP will hear unresolved issues, or those which might cross departmental lines. As in all cases, due process as described by the Boston University Code of Student Responsibilities will be followed.

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## **15. REQUIRED VERIFICATIONS: TECHNICAL STANDARDS, IMMUNIZATION, COMMUNICABLE DISEASE POLICY, TUBERCULOSIS STATUS**

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Accreditation requirements necessitate that students in the AT and AT/DPT programs verify the following:

(1) ability to meet the program's technical standards (available on the program Blackboard site and on the [Sargent College website](#).)

These technical standards are necessary for full participation in the curriculum and it is expected that students will function independently, which generally means, without the aid of an intermediary, to achieve proficiency in all curricular areas. Applicants and students should review the technical standards for the AT program carefully. A student who has a disability may request reasonable accommodations. Students who feel they may require accommodations in order to complete the curriculum due to a disability must work with the BU Office of Disability Services (<http://www.bu.edu/disability/>) to discuss possible accommodations.

(2) immunization status consistent with university requirements;

(3) that they have read and understand the program's communicable disease policy;

(4) that they have accessed and understand their program's policy and procedure manual.

Students must also annually get screened for tuberculosis.

The processes for these verifications are provided to each student upon entering the program.

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## **16. ADDITIONAL COSTS ASSOCIATED WITH THE PROGRAM**

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We make every attempt to minimize extraneous costs associated with the program. Students are, however, responsible for the following additional expenses:

- Emergency Cardiac Care certification (renewal required annually) Initial certification is part of AT 205: Athletic Training Practicum I at no cost. Recertification courses are offered annually through the AT program.
- Hepatitis B vaccination: Required by MA state law.
- Clothing: Students are given several shirts. Additional sports medicine clothing may be purchased from Athletic Training Services at cost. Students must have khaki (tan or black) pants/shorts to wear during their clinical experiences.
- Transportation: Some off-campus affiliations are associated with travel costs, which may include public transportation costs or the need for access to a car.



- Annual tuberculosis test (Mantoux or other verification).
- Fingerprint analysis for criminal background check
- Additional costs, including housing and meals, may be associated with clinical education experiences that occur over the summer or over the winter break.

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## **17. PROGRAM COMMUNICATION AND WORK-STUDY OPPORTUNITIES**

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### **PROGRAM COMMUNICATION**

We require that each student have an [electronic mail account](#) and assume that accounts (@bu.edu) are checked every 2 to 3 days.

Also, students should visit the Athletic Training Program [Blackboard](#) site once each week. Among other things, this site stores documents (such as this one) for easy access.

### **WORK-STUDY OPPORTUNITIES**

Work-study positions are available both through the Athletic Training Services and the Department of Physical Therapy and Athletic Training. Interested and qualified students should apply for these positions in March of the preceding academic year. (See the Director of Athletic Training Services for the Athletic Training Services positions and the Department of Physical Therapy and Athletic Training Assistant to the Chair for positions in the educational program.) These jobs are primarily clerical in nature and are open to all qualified students.

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## **18. SCHOLARSHIPS & AWARDS**

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### **PROFESSIONAL ASSOCIATION SCHOLARSHIPS**

The NATA, EATA and ATOM provide undergraduate and post-graduate scholarships to deserving individuals. NATA membership is required for eligibility for these awards. Please see your advisor for further information.

#### Past BU Winners

- Allison Moyes (NATA undergraduate scholarship)
- Sharon Sharpe (NATA graduate scholarship)
- Meg Murai (NATA undergraduate scholarship)
- Benjamin Turshen (EATA scholarship)
- Kate (McLellan) Kenworthy (NATA graduate scholarship)
- Kate McLellan (NATA undergraduate scholarship)
- Sara Burnham (EATA scholarship)
- Kristen Sangrey (NATA scholarship)

## ANTHONY A. SCHEPSIS & DAVID W. ZIMMER AWARD

This award was established in 1994 to honor exemplary performance as an athletic training student.

2013-14.....Ryan Birchall	2003-04.....Rachel Schneiderman
2012-13.....Natalie Morales, Jackie Bayer	2002-03.....Lindsay Strickland
2011-12.....Antigone Matsakis	2001-02.....Aileen Chang
2010-11.....Emily Alano	2000-01.....Sean Hanrahan
2009-10.....Stacey Hardin	1999-00.....Marc Norcross
2008-09.....Kristina Califano	1998-99.....Jeff Breese
2007-08.....Jamie Phelps	1997-98.....Kim Katz
2006-07.....Mariel Yakuboff	1996-97.....Sara Burnham
2005-06.....Luke Ross	1995-96.....Roseanne Ashooh
2004-05.....Kate Perlsweig	1994-95.....Dominic Julian
	1993-94.....Allison Gray

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## 19. CLINICAL EDUCATION

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We have developed relationships with preceptors at the sites listed below. Your preceptor is responsible for guiding your learning experience.

- Bentley College
- Boston Public Schools
- Chelsea High School
- Harvard University
- Boston College
- Dana Hall Academy
- Mt. Ida College
- Tufts University
- Boston University
- Thayer Academy
- Emerson College
- Pine Manor College
- Massachusetts Institute of Technology
- Milton Academy
- Cambridge Rindge & Latin
- Buckingham, Browne & Nichols
- Brookline High School
- Northeastern University

Access to a car is necessary if you are assigned to some of the above off-campus sites. Many are accessible via public transportation.

The philosophy of the program is to provide students with a quality, personalized clinical experience that will prepare the student to effectively practice as an athletic trainer.

## STUDENT EXPERIENCE

The initial course with a CE component is in the second semester of your freshman year (AT 205). AT 205 is designed to expose you to the roles of the athletic trainer and the structure of the program. You will spend around 2 hours weekly in the athletic training facility. During this course, you will become certified in Emergency Cardiac Care (ECC) at the professional rescuer level.

The sophomore courses with CE components (AT 304/305) are designed to coordinate with the concurrent AT 355 and AT 356 and require a minimum of 80 and a maximum of 120 hours of clinical education experience over the course of the semester.

Class time is scheduled throughout the semester (for all courses with CE) for instruction on new material, competency assessment, and CE debriefs. The courses with CE in the junior and senior years (AT 404/405 & AT 504/505) include intensive, hands-on coverage that is increasingly more independent and assimilative. Juniors and seniors complete a minimum of 156 hours and a maximum of 244 hours during each semester's clinical experience. If at any time during a semester the time commitment for your clinical experience is too great and is negatively affecting your academics, consult with your preceptor to arrange a new schedule.

Juniors and seniors get a week off during their clinical experience each semester. At the beginning of each clinical experience, sit down with your preceptor and determine what week this will be. You may want this week to coordinate with a particularly demanding academic period.

Throughout the clinical education experience, juniors and seniors are assigned to learn with a preceptor for a designated period of time. Preceptor assignments are based on several factors, including your level, your perceived strengths and needs for improvement (as determined by the staff and faculty), and the need to provide you with a well-rounded experience. Although we cannot always accommodate specific preferences, if there is an experience you prefer, you should discuss this with the program faculty. We will also solicit your preferences.

Supervision is inherent in our clinical education model. Supervision means that your preceptor is immediately accessible at the venue where you are. Supervised travel is included in coverage in the later stages of experience. Travel with a team is non-compulsory.

You may be offered the opportunity to continue or begin your clinical experience when school is not in session (eg, pre-season, winter break, spring break). Again, participation in this experience is non-compulsory. We encourage students to engage in at least one pre-season experience.

The Professional Behaviors Assessment (PBA) and Clinical Proficiency and Skill Development (CPSD) items have been developed to identify the expectations of students at varying levels of experience. The PBA identifies those less-tangible behaviors that are critical to your development as a professional. The CPSD is a concrete description of the skill sets for which you need to demonstrate mastery during the experience. At the beginning of each experience, you and your preceptor should establish a plan for you to review and master the skill sets identified in the CPSD.

## PROFESSIONAL BEHAVIOR IN CLINICAL EDUCATION

Not adhering to the policies set forth in this manual, the [Code of Student Conduct](#) and the [BOC Standards of Practice](#) may be cause for failure of that semester's course. If your behavior is identified as being in non-compliance, you will be informed about the areas of deficiency. For some behaviors, within a one-week period following this meeting, you must submit a written proposal of steps to be taken to solve the problem(s), a time frame for resolution, and the penalty associated with continued deficiency. Following approval of the plan and implementation time by the involved athletic trainers, you will start this probationary period. At the end of this period, a re-evaluation will occur. Other behaviors, such as those that compromise safe patient care or confidentiality, may necessitate immediate removal from the clinical experience and subsequent course failure or referral to SAR CAPP. Students may appeal these decisions, as described in the appeal process.

## DOCUMENTATION OF HOURS

Documentation of hours spent in clinical education is not required for eligibility for the BOC certification exam. However, we require this to ensure that course requirements are met. Each week, document your hours and a brief summary of activities for the week. Hours spent traveling with a team should not be included in your weekly tally.

## COMMUNICABLE AND INFECTIOUS DISEASE POLICY

If you are sick and suspect that the disease may be communicable, you may not engage in patient care. Please call your clinical instructor to discuss your situation. You must annually have your tuberculosis status assessed.

## PATIENT CONFIDENTIALITY/HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) [REVISED JANUARY 2011]

HIPAA provides those receiving health care with the right to control the manner in which sensitive personal information is used and to whom it is disclosed. To ensure compliance with this act, BU Sargent College has the policy of requiring all students engaged in clinical education to undergo training. All students are required to complete this training, which is available on our ongoing [Blackboard](#) site, prior to beginning their clinical experience.

During clinical education experiences, students will have access to patients' confidential personal and medical records. Students shall only access patient information as necessary for the purposes of direct patient care and/or when specifically directed to do so by their clinical instructor for the purposes of clinical education. Abuse of this access will result in immediate expulsion from the AT program.

## CRIMINAL BACKGROUND CHECKS

All athletic training students are required to receive a criminal background check, or CORI (Criminal Offender Record Information) check, before participating in the clinical education experience. Fingerprint analysis may also be included. History of a criminal background may disqualify students from participating in these experiences which are required for successful completion of the degree program. Specific procedures will be dictated by the clinical site and will be facilitated by the Coordinator of Clinical Education.

## POTENTIAL RISKS

Participation in the clinical experience exposes you to potential risks from the athletic environment (eg, dugout, bench, sidelines). Because of your close proximity to the action of the sport and the duties associated with your educational experience, you are at risk for being injured. Some of the risky situations you may encounter include but are not limited to:

- being struck by a flying object (ball, puck, bat, stick, shot-put),
- colliding with participating athletes,

- contacting harmful chemicals (bleach, Virex, etc.),
- contacting blood or other bodily fluids, and/or
- falling/slipping on playing surface.

Steps you can take to minimize these risks and protect yourself from harm will be discussed both in the classroom and by your preceptor at the beginning of each experience. An awareness of situations that are potentially harmful is crucial in this process.

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## **20. EMERGENCY CARDIAC CARE CERTIFICATION**

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Everyone completes an Emergency Cardiac Care (ECC) course as a requirement for AT 205. Everyone is also required to maintain current ECC certification when engaged in any subsequent clinical experience. The course must include: adult, pediatric and infant CPR, airway obstruction management, 2-rescuer CPR, AED use, use of barrier devices, and use of ventilation bags. Initial certification is part of AT 205: Athletic Training Practicum I. A record of certification is maintained by the senior program coordinator, who should be notified when you renew your ECC certification. It is your responsibility to be sure that your certification is renewed annually.

**You may not participate in clinical experiences without current ECC certification. We require that each student renew ECC certification annually, regardless of the duration of certification provided by the course.**

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## **21. FACILITY CONTRACTS**

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When affiliating within the BU system, a formal contract does not need to be signed. A contract is required, however, for all other affiliations. The contract is available from the coordinator of clinical education in its entirety; a summary of the contract is provided here:

### The University will

1. Select only students who have completed all prerequisites for clinical education.
2. Inform the Facility about the clinical education goals and objectives and evaluation forms.
3. Inform the Facility of the level of training of the student.
4. Cover the student with Student Professional Liability Insurance while participating in a University-sanctioned curricular activity.
5. Coordinate the clinical experience with academic aspects of the educational program.
6. Notify the Facility immediately in the event of a cancellation or change in student assignment.
7. Withdraw the student if progress, achievement or adjustment does not justify continuation.

### The Facility will

1. Provide a supervised program of clinical education compatible with the goals and objectives of the University.

2. Submit names, resumes and professional credentials of all clinical supervisors, and information regarding the Facility.
3. Orient the student regarding policies and procedures of the facility.
4. Utilize an infectious disease policy that conforms to the most recent CDC recommendations for health-care settings.
5. Retain full responsibility for care and welfare of clients/patients.
6. Determine the number of students to be accepted and inform the University of any changes in staffing or service that might affect these numbers.
7. Evaluate the student and inform the University of the student's abilities.
8. Suspend or request withdrawal of any student whose performance is detrimental.
9. Permit inspection of its facilities, records, or other items that pertain to the student program.
10. Maintain a comprehensive general liability policy for all staff.

#### The Student will

1. Respect and guard the confidentiality of information regarding clients/patients.
2. Adhere to the policies and procedures of the University and Facility.
3. Be under the Facility's supervision and control.
4. Provide appropriate uniforms when necessary.
5. Arrange transportation when necessary.
6. Obtain meals and housing when not arranged by the Facility.
7. Provide to the Facility evidence of a physical examination and other medical tests, if required.
8. Provide to the Facility evidence of health insurance, if required.
9. Obtain prior written permission from the University and the Facility before publishing any material relating to the clinical experience.
10. Obtain medical care at own expense as needed.

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## **22. GENERAL ATHLETIC TRAINING CLINICAL EXPERIENCE GUIDELINES**

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### **WHAT TO WEAR**

- Acceptable Attire:
  - Daily – athletic training shirt, **tucked in**; khaki or black pants or shorts that are not frayed or torn or hanging on the ground or too short; hair pulled back; clean-shaven unless mustache and/or beard is established; shoes that you can run in (exceptions below).
  - Events - khaki shorts/pants for outside events; basketball - functional business casual; ice hockey, outdoor events and track - uniforms.
  - Travel - If the coach requests that the team dress up, you should dress professionally unless you will be handling dirty or heavy equipment.
- Name tag
- Watch with a second hand

### **WHAT NOT TO WEAR**

- Unacceptable Attire (you'll be asked to go change, so please adhere to below):
  - drawstring sweat suits
  - jeans

- dangling jewelry (should have no danger of catching or causing injury)
- long fingernails (must be suitable for manual therapy)
- tank tops
- high heels
- sandals (of any type)
- tongue and lip jewelry (may interfere with ECC)
- fake fingernails (associated with disease transmission)

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## **23. EXPOSURE CONTROL PROCEDURES**

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As a health care professional you are at risk for exposure to infectious diseases that are borne by blood and other bodily fluids. Following OSHA guidelines, these regulations are designed to protect those who might come in contact with another's bodily fluids and should be followed throughout your clinical experience.

Blood borne pathogens (BBP) training occurs annually prior to the beginning of your clinical experience. All students are required to take the course as it is presented on the Blackboard site. Passing a quiz (also available on-line) is required.

### **STANDARD PRECAUTIONS**

1. *Wash your hands or use antibacterial hand sanitizer before and after giving direct care* to a patient. If hands are contaminated with blood or other bodily fluids, hand washing is required.
2. *Wear gloves* if there is any contact or chance of contact with blood, body fluids, mucous membranes or non-intact skin. Wash hands or use antibacterial hand sanitizer immediately after gloves are removed.
3. Take care to *prevent injury from needles, scalpels or other sharp instruments*. Disposable syringes, needles, scalpel blades, and other sharp instruments should be placed in puncture-proof containers for disposal. Do not recap, break or crush these items.
4. Tables used for care of patients in which there is contact with blood or bodily fluids should immediately be washed with an appropriate disinfectant. Whirlpools should be cleaned and disinfected daily.
5. Obtain a portable pack and wear it. The pack should include gloves, gauze and a Laerdle mask.
6. If you think you have been exposed to a blood borne pathogen (BBP), immediately report the incident to the designated individual to initiate the appropriate medical care.