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Congratulations! You are at the threshold of an exhilarating academic experience that will include challenging didactic, experiential and clinical opportunities in pursuit of the Doctor of Physical Therapy degree. As we move forward in the 2nd decade of the 21st century, rehabilitation has benefitted from significant evidence-based practices and technological advances. There has never been a more exciting time to become part of the health care professional team as a physical therapist!

Our rigorous curriculum provides you with the means to augment knowledge gained from prior education and experiences to enter into a profession that addresses the rehabilitation, health promotion and wellness needs of individuals across the life span. The availability of state of the art simulated laboratory learning experiences as well as clinical interactions with independent community consultants augment the didactic component of our program. Northeastern’s unique post baccalaureate DPT [PB-DPT] program includes the country’s only DPT curriculum that is enhanced by our signature co-operative education program. Didactic and clinical studies are further enriched by opportunities to take advantage of several service learning experiences as well as global prospects that have taken students to China, Ecuador, Mexico, South Africa and Switzerland. Collaborative research with PT faculty across the various practice areas of the profession helps to round out our curriculum.

As a graduate of the Doctor of Physical Therapy program at Northeastern University you will be well prepared to become a reflective, evidence-based practitioner who is capable of responding to the changing needs of a complex world. On behalf of the faculty, staff and students of the Department of Physical Therapy, Movement & Rehabilitation Sciences, I extend a warm and sincere WELCOME!

I look forward to working with you, along with Dr. Diane Fitzpatrick throughout this new and exciting academic process.

Sincerely,

*Sonya L. Larrieux, PhD, MA, PT, C/NDT*
Associate Clinical Professor
Director, DPT Graduate Affairs

*Diane Fitzpatrick, PT, DPT, MS, GSC, CEEAA*
Clinical Professor
Associate Director, DPT Graduate Affairs
Handbook Objectives/Intent

The PB-DPT Student Handbook describes the curriculum, requirements, policies and procedures for post baccalaureate DPT students at Northeastern University. Policies and regulations applying to all graduate programs are established by the University Graduate Council. This information is in the Northeastern University Graduate Catalog and is available on line via the link below:

- [http://catalog.northeastern.edu/graduate/](http://catalog.northeastern.edu/graduate/) For the most recent catalogue

The PB-DPT Student Handbook (Handbook) addresses program specific policies within the limits defined by the University. The policies contained in this Handbook are also consistent with, and extend, those stipulated by the Bouvé College of Health Sciences Graduate Policies and Regulations, that is available via the “Graduate Handbook” link located at:


This Handbook does NOT include all the information you need to know about your program of study and the policies of the College or the University. It is not intended to duplicate other University publications that are accessible to all students. Therefore, this manual in conjunction with other published materials is designed to guide students through the clinical doctoral studies in Physical Therapy at Northeastern.

Students should consult the aforementioned resources as well as any other pertinent PT department manual or expectations [i.e. The Essential Functions for Northeastern University Physical Therapy Students] as well as handbooks from cooperative and clinical education for general regulations, policies and procedures covering such matters as credit requirements, student responsibilities, code of conduct, academic and curricular life, faculty rights and responsibilities, personnel policies, benefits, and services. If any information contained in this booklet conflicts with the general University policy, then the University policy will prevail. The University reserves the right to change the information contained in this document.

It is the responsibility of the student to be familiar with the contents and to seek verification of any questions regarding the contents.
Missions, Visions & Core Values

Northeastern University

OUR MISSION
To educate students for a life of fulfillment and accomplishment.
To create and translate knowledge to meet global and societal needs.

OUR VISION
Our vision is to be a university that expands the meaning and impact of our engagement in the world using our knowledge and resources as positive forces for change in both our local communities and our global society.

This vision will be realized through offering students a transformative experience, grounded in experiential education that ignites their passion for learning while opening up for them the endless possibilities around them. We will assist our students in becoming engaged citizens of the world, confident and resourceful people who realize that their knowledge and action can have positive consequences for their own lives and for the lives of others.

This vision will be realized through interdisciplinary scholarship and translational research by which we will dynamically participate in addressing problems in our urban environment, in our region and across the globe. Northeastern strives to translate fundamental research into applications that will contribute to economic development and enhance societal well-being. Our collaborative approach will encompass partners in government and industry, and artists, innovators and scholars both inside and outside our community.

OUR CORE VALUES

Contribution
Northeastern seeks to contribute to the individual fulfillment of each member of the campus, to the welfare of the surrounding communities, and to solutions that will address global and societal needs.

Diversity
Northeastern celebrates diversity in all its forms and fosters a culture of respect that affirms inter-group relations and builds community.

Engagement
Northeastern promotes active engagement in teaching and learning, in scholarship and research, in the life of urban communities and with our alumni and friends.

Integrity
Northeastern pursues each of its activities and interactions with integrity, maintaining the highest ethical standards.

Opportunity
Northeastern provides opportunities to those who strive to overcome disadvantages and show great promise for future success.
Bouvé College Mission
To inspire/create the next generation of interprofessional healthcare leaders for the wellbeing of our global community

Bouvé Vision
We seek to embrace the diversity inherent in humanity and capitalize on our opportunity to educate students, and generate and disseminate new knowledge for the betterment of health and healthcare for people everywhere.

Department of Physical Therapy, Movement & Rehabilitation Sciences - Mission Statement
The Department of Physical Therapy, Movement and Rehabilitation Sciences’ mission is to impact the health and wellbeing of the global community by developing leaders in physical therapy, movement, and rehabilitation sciences through interprofessional experiential education, translational research and excellence in clinical practice.

Commission on Accreditation in Physical Therapy Education [CAPTE] Goals & Outcomes

GOALS:

Students: upon completion of the program graduates will:
1) Be clinically competent doctors of physical therapy that excel in patient-client management and are culturally competent
2) Exhibit professionalism and a commitment to lifelong learning and use an evidenced based practice (EBP) approach

Program: The physical therapy education program will:
1) Increase and improve the research infrastructure.
2) Increase visibility and reputation of the program locally, nationally and globally.

Faculty: The faculty of the physical therapy education program will:
1) Support and facilitate teaching effectiveness
2) Support and promote scholarship and professional development of faculty

STUDENT OUTCOMES:

Graduates of the DPT program are expected to:
1) Practice autonomously in a competent, caring, culturally sensitive, safe, ethical, legal, reflective and professional manner.
2) Participate in the management of patient/family-centered physical therapy service delivery using EBP in the evolving health care environment.
3) Demonstrate professional and social responsibility and commitment to lifelong learning, by participating in prevention, health education and wellness initiative locally, nationally and globally.
4) Demonstrate effective written, verbal, technological and non-verbal communication skills in all professional settings.
The Curriculum ~
The PB - DPT program at NU is a full time 3-year 7 month curriculum which is composed of:

► 5 full & 2 half summer semesters of didactic courses
► 6-months of co-operative education
► 3 clinical education rotations which begin in the summer of the 3rd year [rotations are 8, 14 & 14 weeks long]

In addition to the standard post-baccalaureate curriculum, there are two optional concentrations within the DPT curriculum – the Early Intervention; the Sports, Strength &Conditioning concentrations.

The Early Intervention (EI) concentration program is offered in conjunction with the Department of Applied Psychology. Satisfactory completion of this concentration provides physical therapy students with the requirements for provisional certification with advanced standing as an early intervention specialist. Through coursework and practicum experiences, students are prepared to work with infants and toddlers with known disabilities or those who are at risk for developmental delay and their families. The EI curriculum includes an additional four (4) didactic courses dispersed throughout the standard PB-DPT curriculum relative to Early Intervention (EI). The final clinical education experience is done in the EI arena by students who opt for this track. A sample of the most recent DPT/EI curriculum plan may be found in the appendix at the end of the Handbook.

The Sports, Strength & Conditioning concentration will prepare students of physical therapy to take the sports and conditioning certification examination and enhances the graduate’s ability to work with athletes in various venues from gyms to the athletic field improving collaboration with multiple medical disciplines. To earn this concentration students need to apply for the program and after admission successfully complete the following 4 didactic dispersed throughout the standard DPT curriculum and a clinical placement of 14 weeks or greater with a sports and orthopedic population. This clinical placement may be with an athletic population including youth/scholastic sports, collegiate athletics or professional athletes. Students in the Sports, Strength and Conditioning Concentration must also complete inpatient clinical education requirements. A sample of the most recent curriculum plan for this concentration may be found in the appendix at the end of the Handbook.

Academic Advising
Academic advising for all DPT students is conducted through the Bouve Office of Student Services located in 120 Behrakis Health Sciences Center. The advisor for PB-DPT students is Mr Patrick Fama ~ p.fama@northeastern.edu

The role of the advisor is to assist the student in understanding the program requirements, curriculum, and university and college policies and procedures. The advisor will encourage and guide the student as they define and develop academic goals. The advisor will also monitor the student’s academic progression toward the successful completion of the Doctorate in Physical Therapy curriculum. The mechanisms of achieving the aforementioned objectives include:

- **Individual advising** regarding issues related to: program scheduling, registration, progression, difficulties in a course, etc. Your advisor will have walk-in hours and appointment blocks available for you. You can view the advisor’s availability through the Advisor Calendar tool in your myNEU portal. You can find instructions on how to do so here: http://www.northeastern.edu/bouve/undergraduate/tools-resources/#myneu. Petitions are initiated as needed by the advisor for a variety of issues such as, but not limited to Leave of Absence, Directed Study, Academic Probation/ Contract Plan, and Incomplete Clearance Plans.

- **Group Advising** takes the form of group e-mails regarding class issues for a particular cohort, as well as e-mail reminders regarding course registration and other pertinent issues.

- **Individual student files** for each member within each cohort of PB-DPT graduating class are housed and maintained in an electronic file and notes system through the Office of Student Services.
Special Department Events

• **PB-DPT Orientation Breakfast**: This program is held prior to the start of the initial semester of matriculation. During the orientation students are introduced to the PT faculty; meet upper class PB-DPT students; are familiarized with the curriculum; given an overview of important University calendar dates; provided with an overview of departmental policies & procedures; provided with an overview of student financial services, university health & counseling services and participate in a librarian led Snell Library orientation session & have the opportunity to engage in a Q & A session.

• **The White Coat Ceremony**: Students are invited to attend this special event at the end of the Spring semester in year-1 where they are welcomed to the professional phase of the curriculum and the Physical Therapy profession. During the ceremony, students receive a professional white coat and collectively take the “Oath of the Physical Therapist”.

Student Responsibilities

It is expected that all students conduct themselves in a professional and respectable manner throughout their tenure as members of the academic community in the process of pursuing the clinical doctoral degree in Physical Therapy. Each student is expected to be fully acquainted with both University and any specific College wide regulations and policies as noted in the Graduate Handbook and Bouvé Graduate Policies and Regulation handbooks cited under the Academic Standards section below. In addition, all students of Physical Therapy are to adhere to the department’s “The Essential Functions of Northeastern Physical Therapy Students” as well as the “Code of Ethics for Physical Therapist” and the “Physical Therapy Core Values”. (See Appendix)

Academic Policies & Standards

All students are expected to be familiar with both the Northeastern University Graduate Catalog and Bouvé College Graduate student handbooks. The Physical Therapy Department adheres to all policies and regulations as described in the graduate student handbooks. The most current edition of each of these documents are available on line via these hyperlinks:

http://www.northeastern.edu/registrar/catgraddir.html

Matriculation Requirements

Each student is admitted into a class that will progress as a cohort through the PB-DPT curriculum. Satisfactory completion of all courses in each semester, based on the academic standards listed below, must be achieved in order for the student to progress within the curriculum. A copy of the PB-DPT curriculum is also available in the appendix of this Handbook.

Directed Study Courses

A student may not repeat or remediate a failed class through a directed study. Students who do not satisfactorily complete a course in program, are required to repeat the same professional course the next time the course is offered. Directed studies cannot replace a professional course or professional lab course. A student may enroll in a directed study only for purposes of furthering their learning on a specific content area, or as additional supplemental instruction as deemed appropriate by the faculty member and the Department of Physical Therapy, Movement and Rehabilitation Sciences’ chairperson.
**Grades**

**Minimum GPA Policy:**
- Students must maintain a cumulative GPA of 3.0 or greater throughout their tenure in the PT program.

**“C” Grade Policy:**
- A grade of C (73-76) or better constitutes successful completion for each course of the PT curriculum.
  - The grade of “C” or better is required for continued progression in the physical therapy program.

Failure to do adhere to either or both of the above required policies will result in an academic decision being rendered such as academic probation or dismissal from the program, pending the circumstances, conditions and decision of the departments Academic Standing Committee should the student appeal the decision.

**Grade Summary Table at the Graduate Level:**
The PB-DPT program adheres to the policy of Bouvé College & is as follows:
- Grading policies are the same as given in the general university undergraduate handbook.
- As a rule, grades are assigned and/or changed only by the course instructor.
- Student academic performance in the BCHS is graded according to the following criteria:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000 Performance in the course</td>
</tr>
<tr>
<td>A-</td>
<td>3.667 has been of very high graduate caliber.</td>
</tr>
<tr>
<td>B+</td>
<td>3.333 Performance in the course</td>
</tr>
<tr>
<td>B</td>
<td>3.000 has been of satisfactory graduate level.</td>
</tr>
<tr>
<td>B-</td>
<td>2.667 Performance in the course is below the</td>
</tr>
<tr>
<td>C+</td>
<td>2.333 level expected for graduate work.</td>
</tr>
<tr>
<td>C</td>
<td>2.000 Performance in the course is of minimal accepted caliber in the DPT curriculum</td>
</tr>
<tr>
<td>F</td>
<td>(0) unsatisfactory for graduate work.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete Coursework was not completed before the end of the semester.*</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress Used for student coursework that extends beyond the grading period but will be completed before the end of the next semester. Completion contract not needed.</td>
</tr>
<tr>
<td>L</td>
<td>Audit Course was taken for no credit.</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory Satisfactory completion of work in thesis, research practicum or clinical practicum courses without quality designation.</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory Failure to complete satisfactory work in thesis, research practicum, or clinical practicum courses.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal Withdrawal from the course between the beginning of the fourth calendar week of the semester and the end of the eleventh calendar week of the semester.</td>
</tr>
</tbody>
</table>

*Incompletes are given only with prior approval of the instructor and a completion contract must be filed with the Bouvé Graduate Office (see Appendix I for Incomplete Contract). The coursework must be completed within one year of the end of the course, unless the course is not offered by the College/Program annually. Acceptance of any grade given after one year is at the discretion of the Associate Dean of the Bouvé Graduate School. Grades of “I” do not affect a student’s QPA. Unless there is written permission from their advisor, students may carry only two incompletes simultaneously, and may not enroll in further courses until they have completed the work for the incomplete course(s). These grades are to be given when course work will not be completed within the next semester.
Requirements

Cooperative Education Requirements:
- The cooperative education assignment of the PB-DPT curriculum must be successfully completed in a physical Therapy or physical therapy related setting. Online discussion is an integral & required component of this rotation.

Clinical Education Requirements:
- All academic courses through the spring semester of the 3rd year of the curriculum must be successfully completed prior to enrollment in any of the Clinical Education courses
- A grade of “S” constitutes satisfactory completion in all Clinical Education courses
- Students must adhere to the clinical education policies & procedures detailed and available in the “Clinical Education Student Manual of the Physical Therapy Department” which will be provided for all P-Y 3 students enrolled in PT5226 – PT Professional Seminar II.

Degree Requirements:
- The Doctor of Physical Therapy degree will be conferred only on students who have successfully completed all didactic, clinical education and co-operative education requirements of the PB-DPT curriculum or its equivalent.

Licensure Requirements:
- Students who have successfully completed all requirements for the Doctor of Physical Therapy degree are eligible to apply to sit for the Federation of State Boards of Physical Therapy (FSBPT) Licensure Examination.
- Students should contact the Board of Registration for Physical Therapy for the state in which they wish to be licensed and request the appropriate application materials needed.
**Academic Dismissal from Major**

Students in the DPT program will be dismissed from their major effective the following academic semester for any of the reasons noted below:

- Failure to earn a grade of C or better in a total of three professional courses, regardless of remediation. Within the Physical Therapy program, each specific professional course (with separate registration number) will be counted as a separate failure even if content is related. *(For example, a student earns a grade below C in Gross Anatomy, Kinesiology Lab, and MS I Lab, the student will be dismissed. This is regardless of the student having successfully met the terms of the probationary contracts outlined for the first two course failures.)*
- Failure to remediate a prior deficiency outlined within the probation contract within the agreed-upon timeframe.
- Failure to earn the minimum required grade (C) in the same course twice.
- Students must maintain an overall GPA of 3.000 or higher during the professional phase of the Doctor of Physical Therapy program. Students will be dismissed if they are not eligible for a probationary status.
- Physical therapy students will be permitted only two (2) changes in year of Doctor of Physical Therapy graduation. Any additional changes to year of graduation will result in the student being dismissed from the program.
- In order to promote professionalism in the classroom, local and global communities and clinical settings, the Physical Therapy Program requires the demonstration of professional behaviors in accordance with the professional behaviors policy provided in the handbook (refer to previous link)”. Breach of adherence to these standards may result in dismissal from the program.

**Appeals Process:**

Students may request, through their academic advisor, to appeal to the chairperson of the Department’s Academic Standing committee to meet with the committee for an exception to the Academic Progression and Probation Policy for Professional Phase for Doctorate of Physical Therapy (DPT) Program (Appendix Pg 13) for extenuating or capricious circumstances as provided in the student’s respective handbook. Please reference the Bouve Graduate Handbook for the procedure.

**Complaints and Issues that Fall Outside Due Process**

Any member of the public or Northeastern community, including but not limited to alumni, clinical education sites, students, faculty, and/or staff, may file a complaint that falls outside the realm of due process. Such complaints should be directed to the chairperson. The chairperson will also handle complaints filed through the University President’s office, Dean’s office, Office of Student Services and/or through clinical education faculty.

The chairperson will address all complaints, investigate the concern, propose a resolution and inform all parties involved. If the complaint is not resolved with the chairperson, the complaint may be sent to the Dean of Bouve College. A record of all complaints and any and all actions taken, if applicable, will be held on file in the Physical Therapy Department.
~APPENDIX~

NOTE: The most current versions of all petitions in the following pages may be found online at the Registrar’s or Bouve College websites.

The Northeastern University 2016-17 Graduate Catalog is available online at:
http://catalog.northeastern.edu/graduate/
For a Printed Copy of the University Catalog: A bound, printed copy of the 2016–2017 Northeastern University Graduate Catalog may be purchased from NU Reprographics.
Please email nucopycenter@neu.edu for details. Note: This catalog does not contain course descriptions.
~ General Information ~

Technology

Northeastern University has two important online services that you will use as a student. MyNEU can be accessed from www.northeastern.edu at the bottom of the page. Blackboard can be accessed at www.blackboard.neu.edu. Here is an overview of these services.

**MyNEU**: Provides Internet and Intranet services including e-mail, personal calendars, event calendars, groups, etc. Your MyNEU e-mail account is the official communication tool between you and the University. It is your responsibility to check your e-mail for information from your program and from the university. Your LOGIN is your NEU username (LastName.FirstNameInitial for example: Smith. J). You can look up your username from the MyNEU homepage.

**Blackboard Learning System**: Blackboard is a Web-based software application which integrates online course materials with online communication tools. To access a Blackboard course site, you will need the following:

- Access to a computer equipped with an Internet connection and a Web browser (Mozilla Firefox 1.5 or higher, or Internet Explorer, version 6 or higher).
- An e-mail account with the ability to send and receive e-mail.
- Basic computer and web browsing skills, such as opening, closing, saving files and attachments.
- A Northeastern MyNEU account

Any questions? Please visit the InfoCommons in Snell Library, e-mail help@neu.edu or phone 617-373-4357(HELP).

For complete information, tutorials, system requirements, and help for these services as well as other technology related services, please click use this link http://www.northeastern.edu/infoservices/.

Evaluation of Courses, Instructors, and Program

The students evaluate all instructors and courses. The purpose of the evaluation is to provide constructive feedback to an instructor in areas in which a person does particularly well or in areas in which improvement is possible. These evaluations are used as part of an instructor's annual performance appraisal and/or the University's reappointment, promotion, and tenure process.

At the completion of the program, students will be asked to complete a Comprehensive Program Survey, which evaluates all aspects of the DPT program.

Financial Aid

Students who need information concerning grants, loans, and scholarships should consult the Financial Aid Office. All correspondence should be sent to:

**Student Financial Services**

354 Richards Hall
Graduate Phone: 617.373.5899
Fax: 617.373.8735
E-mail: sfs@neu.edu
Lab Safety Policy for Clinical Lab Space
225, 405, 410, and 415 Behrakis

To ensure the safety of all users of the Clinical Lab Space in the Behrakis building, please become familiar with the following information.
Perform an observation of the lab space prior to your class. Lab Safety is the primary goal for the observation. Floor and equipment hazards are to be identified and reported.

- **In an Emergency – Police, Fire, Medical – Call Campus Police at the emergency number (617) 373-3333. Please note your location and a call back number for accurate reporting.**
- For all routine issues, call Campus Police at (617) 373-2121.
- For emergent floor/room hazards (water on the floor, ceiling tiles falling, etc.) call House and Grounds at (617) 373-2757.
- For non-emergent maintenance concerns, please fill out an electronic work request form for facilities on myNEU.
- For computer and AV-related issues, please call (617) 373-HELP.
- AFI performs a yearly electrical safety assessment of the equipment. Each calibrated and assessed piece of equipment has a dated label. Before using any equipment, please make sure the dates are current.

At the end of each lab – please perform an observation for any issues that may have occurred during your class time. Please arrange the tables, chairs, and equipment for the next class.

General Laboratory Safety Procedures for PT Labs

1.0 PROCEDURES

1.1 All individuals engaged in research at Northeastern University must adhere to the university policies and procedures for conduct of research detailed by the NU Office of Environmental Health and Safety (OEHS) – [http://www.northeastern.edu/ehs/ehs-programs/general-safety/](http://www.northeastern.edu/ehs/ehs-programs/general-safety/)

1.1.1 Individuals conducting research in NU labs must complete the online laboratory research training modules specified by the Department Safety Officer (DSO). Please refer to the EHS website for access to training modules – [http://www.northeastern.edu/ehs/training/](http://www.northeastern.edu/ehs/training/)

1.1.2 Questions regarding lab safety policies and procedures should be forwarded to the NU OEHS staff at (617) 373-2796 or [ehs@northeastern.edu](mailto:ehs@northeastern.edu)

1.2 Laboratory Directors must provide a laboratory safety plan for their respective research units, detailing the types and specifications of equipment used and whether human subjects are involved. These plans must be approved by the DSO.

1.3 All researchers must be registered with EHS.

1.4 All laboratories must be locked and secured. Only authorized personnel are allowed to access labs.

1.5 The Department of Physical Therapy, Movement, and Rehabilitation Sciences requires supervision of all students while conducting human subjects research in the labs.

1.6 The University Policy requires supervision of all visitors and undergraduate students while in research labs. A laboratory safety checklist should be completed by all Directors of PT Research Labs and submitted to PT Laboratory Safety Officer, Dr. Robert Sikes. A copy signed and dated should be maintained in the designated research space.
2.0 HUMAN SUBJECTS PROCEDURES
1.7 Please refer to the NU IRB website for research involving human subjects located at:
http://www.northeastern.edu/research/research_integrity/human_subjects/review_board/ This site
describes the mission, process, and policies for research.
1.8 The contact person for NU IRB (as of 4/23/11) is Nan Regina – email n.regina@neu.edu

2.0 EMERGENCY CONTACTS
IN THE EVENT OF AN EMERGENCY, CALL: NORTHEASTERN UNIVERSITY POLICE AT:
8-333 or (617) 373-3333

- Report your location and be specific about the nature of the emergency.
- Emergency contact numbers, alone with laboratory safety data, are posted on every laboratory door. Complete an injury report form, located on EHS website.
- If human subjects are injured, also complete NUIRB adverse events form, located on the NUIRB website noted above.
- Notify the PT Laboratory Safety Officer and PT Department Chair as soon as possible, and within 24 hours.

CONTACT LIST:
- Dr. Robert Sikes, PT Laboratory Safety Office
  Email: r.sikes@northeastern.edu
  Telephone: (617) 373-5195
- Dr. Maura Iversen, Chair
  The Department of Physical Therapy, Movement, and Rehabilitation Sciences
  Email: m.iversen@northeastern.edu
  Telephone: (617) 373-5996
- Jack Price, Director, Office of Environmental Health and Safety
  Email: j.price@northeastern.edu
  Telephone: (617) 373-2769
- Department of Institutional Audit, Compliance and Risk Management
  http://www.ehs.neu.edu
Bouvé College of Health Sciences Graduate School
General Petition Form

Name: ____________________________ Date: ____________________________

Address (complete): ____________________________

Day Telephone: ____________________________ Program: ____________________________

Degree: ____________________________

[ ] Withdrawing from Program/University
[ ] Conditional Status Change to Regular Student
[ ] Probation Removal
[ ] Other: ____________________________

Check [ ]___ Box and fill in appropriate information.

Student Signature: ____________________________

Change Program From: ____________________________

Program Code: ____________________________

To: ____________________________

Program Code: ____________________________

(ADVISOR PLEASE PUT IN PROGRAM CODES AND SIGN IN THE RED SIGNATURE BOX BELOW)

Transfer: ____________________________

Elective: ____________________________

Required: ____________________________

Pre-Approval: ____________________________

(Official transcript and course description may be required)

Course # Course Name School Credits Substitute for (course number)

[ ] Readmitted

Major: ____________________________

Degree: ____________________________

Last Date Attended: ____________________________

Substitute course: ____________________________

Waive course: ____________________________

(must submit official transcript and course description)

Course # Course Name Basis for Substitution/Waiver

[ ] Status change: From (full or part) To (full or part) Effective Date

Leave of Absence: Date leave begins: ____________________________ Return Date: ____________________________

No. of leaves taken: ____________________________

Students DO NOT go below this line. For Advisor’s and Chair’s signatures only

CHANGE OF PROGRAM SIGNATURES

(Print) Chair New Dept. (Signature) Chair New Dept. Date ____________________________

[ ] Approved [ ] Denied

(Print) Present Advisor (Signature) ____________________________

[ ] Approved [ ] Denied

ADVISOR/CHAIR’S SIGNATURES FOR ALL OTHER PROGRAMS/REQUEST

[ ] Approved [ ] Denied [ ] Pre-Approved (final approval based on grade)

(Print) Advisor/Program Director (Signature) ____________________________

Date ____________________________

Graduate School Admission’s Office Representative only

Final Action: [ ] Approved [ ] Denied [ ] Pre-Approved (based on final grade)

Comments: ____________________________

Signature: ____________________________ Date: ____________________________

Graduate School Admission’s Office Representative ____________________________

White-Grad Office
Yellow-Advisor
Pink-Studem

Completed petitions with supporting documents (transcripts, course descriptions, etc., if needed), should be submitted to room 123 Rathbun Health Science Building after you have obtained your advisor/program director’s signature.

Rev: 10/16/07
Bouvé College of Health Sciences/Graduate School
Directed Study Form

This form must be completed and approved prior to registration.
You are responsible for:
* Registering for the course after it has been approved by your advisor and the Graduate Admission Office.
* Distributing copies to the appropriate advisors.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Year</th>
<th>Course #</th>
<th>Key #</th>
</tr>
</thead>
</table>

Directed Study in

Student’s Name __________________ NUID# __________________
Address ______________________
Major _________________________ Date _______________________

1. Describe the Directed Study you propose to undertake.

________________________________________________________________________

2. Discuss ways in which this directed study will contribute to your program of studies.

________________________________________________________________________

3. Describe how this Directed Study will be evaluated.

________________________________________________________________________

Signature of Student ______________________

Approval of Directed Study Adviser ______________________

Approval of Student’s Program Adviser ______________________

Approval of Department Chair ______________________

COMMENTS ______________________

( ) APPROVE    ( ) DISAPPROVE

Director of Graduate School ______________________ Date ______________________

Revised 6/07

White Copy: Grad Office
Pink Copy: Student
Blue Copy: Program Advisor
Yellow Copy: Direct Study Advisor
Consent to participate

As a student in the Doctorate of Physical Therapy program, I hereby volunteer for and consent to the performance or practice upon me of any and all PT examination, tests, measurements and/or intervention techniques related to this class content and as part of my learning experience of this class.

This class content includes examination, tests and interventions for the hip, knee, ankle, shoulder, elbow and wrist. It includes special tests; therapeutic exercise, joint mobilization and high velocity thrust manipulation techniques.

I understand that there are risks of personal injury associated with these tests, measurements, and/or interventions, and I have agreed to assume the risks involved.

I understand that these tests, measurements, and/or interventions are being performed for the sole purpose of demonstration and practice and that they are not intended to be diagnostic or therapeutic for me personally.

I understand that the persons providing and/or performing the tests, measurements, and/or interventions will answer any inquiries I may have and that I am free to withdraw my consent and discontinue participation at any time.

I understand that my participation as a subject is voluntary and I understand that I am free to refuse/decline participation in this aspect of the lab or class without jeopardizing my outcome or grade in the class. I will notify the faculty/instructor of the class if for any reason I am unable to act in the capacity as a subject. This information will be held in confidence.

I affirm that I have answered fully and accurately all questions about my health asked by the individuals conducting this class and that I have disclosed all information concerning my health that is relevant to my participation in this class.

I affirm that I have read, understand and agree to follow the safety policy and procedures for the lab as outlined in the class syllabus. I furthermore understand that my instructors may update these policies verbally or in writing. Failure to follow these policies and/or any updates can/will result in my dismissal from the lab.

I hereby release Northeastern University, its faculty and students, employees, and agents from any and all liability, loss, or damage arising from or in any way connected with the tests, measurements, and/or interventions identified above.

I affirm that I have read this Consent and Release and understand its contents.

Sign to indicate consent: ________________________________
Consent to participate

As a student in the Doctorate of Physical Therapy program, I hereby volunteer for and consent to the performance or practice upon me of any and all PT examination, tests, measurements and/or intervention techniques related to this class content and as part of my learning experience of this class.

This class content includes examination, tests and interventions for the cervical, thoracic, lumbar spine, sacroiliac region and temporomandibular joint. It includes special tests, therapeutic exercise, joint mobilization and high velocity thrust manipulation techniques.

I understand that there are risks of personal injury associated with these tests, measurements, and/or interventions, and I have agreed to assume the risks involved.

I understand that these tests, measurements, and/or interventions are being performed for the sole purpose of demonstration and practice and that they are not intended to be diagnostic or therapeutic for me personally.

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