

MORAVIAN UNIVERSITY

Post-Professional Occupational Therapy Doctorate (PPOTD) Program Handbook

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**Moravian University
PPOTD Program Faculty & Staff**

Moravian University Faculty & Staff

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School of Rehabilitation Sciences

Additional Expert Adjunct Faculty

Added to our team throughout academic year

**Section I: Introduction to the Moravian University
Post-Professional Occupational Therapy Doctorate Program (PPOTD)**

PROGRAM INTRODUCTION

VISION STATEMENT

The Moravian University Post-Professional Occupational Therapy Doctorate Program will be recognized for innovative, interprofessional, and inclusive leadership, education, and health care practices, meeting the evolving needs of the global society.

MISSION STATEMENT

The mission of the Moravian University Post-Professional Occupational Therapy Doctorate Program is to advance the professional excellence of occupational therapists as agents of change, grounded in the power of occupation, and guided by health policy and social equity, scholarly and creative inquiry, evidence-based practice, innovative teaching and learning, and transformative leadership for promoting the well-being of individuals, families, communities, and organizations.

PROGRAM GOALS & OBJECTIVES

The Post-Professional Occupational Therapy Doctorate Program Learning Outcomes are aligned with timely domain areas of the World Health Organization's Sustainable Development Goals and International Classification of Functioning Disability and Health, the Institute of Medicine/National Academy of Medicine, American Occupational Therapy Association, as well as the evidence and initiatives provided by the United States Department of Health and Human Services. Program Learning Outcomes address the following content areas: client-centered practice for the individual, family, community, and organization; interprofessional education, collaboration and practice; evidence-based practice and outcomes; health equity, social and occupational justice; transformative leadership; and innovation through emerging health-care practice, program and product development, and service delivery.

Program Learning Outcomes (PLOs)

1. Demonstrate a commitment to explore and expand one's own personal values, ethical principles, cultural and diversity awareness, effective communication skills, and therapeutic use of self, in alignment with one's evolving professional vision, mission and goals
2. Encompass dedication and passion for inspiring, informing, educating, empowering and instilling hope in a diverse array of clients, patients, consumers and businesses, in an ethical, equitable, inclusive and professional manner

3. Implement inclusive, innovative, and timely practices in alignment with health policy, social policy and advocacy for individuals, groups, and populations, specifically the marginalized, vulnerable and underserved
4. Display competency of integration of scholarly inquiry, best research evidence and clinical expertise in alignment with client-centered values, needs, interests and goals in order to make informed decisions
5. Apply practices that incorporate interprofessional, intersectoral and multidisciplinary collaborations in a manner that promotes optimal success for all clients and stakeholders
6. Execute the health policy, health promotion, prevention and health education process including the analysis, needs assessment, program development, program evaluation, outcome measures and quality improvement in a holistic and inclusive manner for the individual, group, and the local, national and global community
7. Design high-impact and inclusive teaching and learning processes in a manner that meets the diverse teaching and learning needs of adults in higher education and adult learning settings and within K-12 school-based systems, locally, nationally, or globally.
8. Exhibit clinical and professional expertise based on knowledge from didactic instruction, clinical practice, clinical and professional reasoning, and professional development
9. Acquire, demonstrate and report the skills for being an inclusive and transformative leader based on one's stated vision, mission and goals and in alignment with all stakeholders and the sociopolitical climate.

Section II: Academic Program

PPOTD PROGRAM DESIGN

The Post-Professional Occupational Therapy Doctorate Program at Moravian University is delivered using a 100% online, asynchronous learning format. This program is intended for certified, licensed occupational therapists who are currently engaged in clinical, academic, or administrative practice. The 30 credit program (24 credits for Moravian MSOT graduates) can be completed in 6 semesters (12 months) of continuous full-time enrollment, or may be completed part-time. Courses are offered in 8-week blocks, so students are enrolled in no more than 3 courses concurrently. The final Doctoral Project course presentation session may become available via an optional in-person and/or virtual capacity.

COURSE DESIGN

The course design structure provides a foundation and advanced training in 1) inclusive leadership, and equitable client-centered practice 2) innovative research and evidence-based outcomes 3) global health policy 4) societal health promotion and 5) high impact teaching and learning practices. Elective courses provide advanced knowledge/skills in specific and timely areas of practice.

THE DOCTORAL PROJECT

The Doctoral Project courses enable the PPOTD student to bring their unique idea and vision to life with an innovative practice, policy, program, or product development. Students are guided by advanced training within the PPOTD curriculum and the mentoring/advising process. Students carry out their Doctoral Project idea and disseminate it through innovative mechanisms leading to greater impact and quality of life for individuals, communities, the academic community, and business practices at the local, national, and global level. A minimum of three (3) Doctoral Project courses (1 credit each) are required. Please be sure you have reviewed the Doctoral Project Manual and signed/submitted the last page - Acknowledgement Form. A Doctoral Project Workbook is also provided for your reflection and practice.

DOCTORAL PROJECT CONFERENCE OPTIONAL ELECTRONIC, VIRTUAL or IN-PERSON

The Doctoral Project Conference brings students, faculty, and mentors together for a day-long, conference-style presentation and dissemination opportunity as the final session in the Doctoral Project course. Students present their Doctoral Project by expanding upon content learned throughout the PPOTD curriculum as they receive additional feedback and guidance from some of the profession's foremost experts. The Doctoral Project Conference will highlight the PPOTD students advanced skills in areas including advanced clinical practice, health promotion & life skills, teaching and learning in higher education, research & evidence-based practice, leadership, professional development, entrepreneurship, technology, and innovative & emerging areas of practice.

Students will have the option of presenting their final Doctoral Project electronically, virtually or in-person. Moravian University's industry-leading Sports Medicine and Rehabilitation Center will be available as an optional venue for students who choose the virtual or in-person presentation option. All PPOTD students will complete all session hours to pass the final Doctoral Project course and to graduate from the program.

ACADEMIC PROGRAM - COURSE LISTING

Students must complete required pre-requisite On Demand courses and twelve (12) courses (10 for Moravian MSOT Alumni) comprising thirty (30) credits (24) credits for Moravian MSOT Graduates) for the PPOTD degree. Courses are required in the following categories. Please note that courses in **bold** are required (based on 30/24 credit format); non-bold courses are electives. Students who have not been given "exempt" status from taking the OT800 and/or OT801 On Demand-Free Prep Courses, must complete these courses within the first 3 weeks of the term (for example - complete within the first 3 weeks of Fall A).

PPOTD List of Courses, Tracks & Electives

Course Code	Course Title	Credits
	On Demand Courses (Required) Complete prior to starting the Foundational Core Courses	
OT800	Ethics in Leadership & Health Professions	0
OT801	Evidence-based Practice & Human Subjects Training	0
	Foundational Core Courses	
OT900	I-LEAD: Inclusive Leadership, Equity, Advocacy & Diversity <i>This core course is the 1st course taken upon admission to the PPOTD program.</i>	3
OT910	Research & Evidence-based Outcomes in Clinical & Professional Decision Making	3
OT920	Global Health Policy	3
OT930	Health Promotion, Well-being & Prevention: LifeSteps 360	3
OT940	The OT Educator: High Impact Teaching & Learning Practices in Higher Education & Adult Learning Settings	3
OT901	Entrepreneurship: The Business, Social & Global Innovator (Optional Core, Elective, and/or Required for the MBA)	3
	Health Promotion, Well-being & Prevention-LifeSteps 360 Concentration/Electives	
	Students may take the Health Promotion Concentration which is initiated with a Health Promotion / Foundational Core course. Students then choose 3 additional Health Promotion courses offered with approval from the PPOTD Program Director	
OT931	eHealth: Equitable Digital Practices & Innovation	3
OT932	Lifestyle, Mindset & Behavior Change	3
OT933	Holistic Life Skills & Wellness Coaching the Athlete & Artist: Traditional Sport, eSport, Para Sport & Performer of Arts	3
OT901	Entrepreneurship: The Business, Social & Global Innovator	3
(Email PPOTD Program Director for Leadership Course Listing)	Leadership Concentration/Electives Inclusive Leadership & Health Equity Concentration/Electives Please note that course schedules for Leadership/Business Management courses within the School of Rehabilitation Sciences and/or the School of Professional Studies are updated each semester. Courses are initiated with a Leadership/Health - Foundational Core course. Students then choose 3 additional courses offered with approval from each School.	
	Doctoral Project Course	
OT973	Doctoral Project (1 credit each - taken a minimum of 3 times)	1 x 3 = 3

		30 credits
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PPOTD ADMISSIONS

Students are **eligible** for admission to the PPOTD Program if they meet the following criteria (also available at: <https://www.moravian.edu/rehab/ppotd>)

- Current OTR Credential (in good standing)
- Current OT State License/International License (in good standing; if applicable)
- Currently Practicing (must show evidence of consistent clinical/professional practice)
- GPA: minimum 3.0 GPA for MS program OR 3.0 GPA in last 60 credits of Bachelors (if no MS degree)
- 1 year of full-time practice experience (preferred)
- 2 Letters of Recommendation (one professional or academic, one clinical), (1 Letter of Reference for Moravian MSOT Alumni)
- Personal Statement
- Curriculum Vitae or Resume
- A pre-admission interview is required of all applicants to the PPOTD Program.

Admission to the Moravian University PPOTD Program is **competitive**, with sixteen (16) seats available each year, across 3 admission cycles (spring, summer and fall). Students are **not guaranteed** admission simply by meeting the minimum program standards. All students who are admitted to the PPOTD Program are admitted as full-time or part-time students. Full-time students wishing to move to part-time status may apply for this status following the completion of the first semester of full-time enrollment.

ADMISSION APPEALS PROCESS

Students who are denied admission to the PPOTD Program may appeal this decision. This appeal must be in writing and forwarded to the PPOTD Program Director within 10 days of the PPOTD of the program admission decision. The appeal letter must state the student's rationale for challenging the admission decision. The PPOTD Admissions Committee will consider all appeals and a response will be forwarded to the student no more than 10 days following receipt of the appeal letter. In the case that a student chooses to contest an appeal decision made by the PPOTD Admissions Committee, he or she should appeal to the Associate Dean of the School of Rehabilitation Sciences within 10 days of the appeal decision. In the case that the Associate Dean of the School of Rehabilitation Sciences is a PPOTD Program Core Faculty member, the appeal should be forwarded to the Dean of the College of Health. The Associate Dean of the School of Rehabilitation Sciences (or the Dean of the College of Health) will forward a final admission decision to the student within 10 days of the appeal letter.

PROGRAM RETENTION & GRADUATION REQUIREMENTS

The student is retained in the PPOTD Program provided acceptable academic achievement is made in completing all coursework and professional conduct is maintained.

In order to be retained in good standing in the PPOTD Program:

1. Students are required to practice the profession of occupational therapy in an ethical manner. Failure to do so may result in probation or dismissal from the PPOTD Program.
2. Students are required to maintain consistent clinical/professional practice during enrollment in the PPOTD Program. Failure to do so may result in probation or dismissal from the PPOTD Program.
3. Students are required to maintain good standing with the National Board for Certification in Occupational Therapy (NBCOT), the American Occupational Therapy Association (AOTA), and/or the World Federation of Occupational Therapy (WFOT) and state licensure / registration boards (as applicable, by state) during enrollment in the PPOTD Program. Failure to do so may result in probation or dismissal from the PPOTD Program.
4. Students are required to maintain professional liability insurance if they are practicing in a clinical setting that requires such. Failure to maintain professional liability insurance may result in probation or dismissal from the PPOTD Program.
5. Students are required to maintain an overall 3.0 grade point average (GPA) in the PPOTD Program. Failure to do so will result in probation (first instance) or dismissal (second instance) from the PPOTD Program.
6. Students are required to earn a grade of C or better in all courses in the PPOTD Program. Failure to do so will result in dismissal from the PPOTD Program.
7. Students have a maximum of seven (7) years from the time of enrollment to complete the PPOTD Program.
8. Students are required to adhere to all policies and procedures as outlined in the PPOTD Student Handbook.

Students who complete all coursework and meet or exceed the program's retention standards will be approved for graduation from the PPOTD Program.

COURSE DROP DEADLINE

The drop period for an 8-week course concludes at the end of the first day of the 8-week term. Students who drop a course by the drop deadline will receive a full refund for the dropped course, and this course will not appear on the student's transcript for the semester.

The withdrawal deadline for 8-week courses is the Friday of Week 6. Students wishing to withdraw from the course after the drop deadline, and before the withdrawal deadline, will receive a "W" for the course, and this "W" will appear on the student's transcript for the semester. A "W" grade does not impact the student's GPA. Students who withdraw after the drop deadline will not receive a refund for the course.

If a withdrawal takes place after the withdrawal deadline, a "WF" is assigned, which is computed

in the quality-point average as an “F.”

PART-TIME ENROLLMENT

All students admitted to the PPOTD Program are expected to enroll as a full-time student (3 courses) during the first academic semester following completion of any required on-demand (free prep) courses. Following this first semester, a student may request to enroll part-time (1 or 2 courses per semester). Students choosing to enroll part-time should contact the Program Director for applicable forms, and should schedule a meeting with the Program Director to discuss how part-time enrollment will impact their anticipated graduation date.

LEAVE OF ABSENCE

Students enrolled in the PPOTD Program may request a leave of absence in the event of a personal, medical, or legal issue. Such requests must be made in writing to the PPOTD Program Director. These requests will be reviewed by the Program Director and must be approved by a 51% or greater vote of the PPOTD core faculty. Students requesting a leave of absence must also meet (in-person, or virtually) with the School of Rehabilitation Science Student Experience Mentor (SEM). Students who have been approved for a leave of absence may resume the PPOTD Program during any academic semester. Prior to re-enrolling in courses, the student must meet with the PPOTD Program Director to discuss how the program of study and graduation have been impacted by the leave of absence. A leave of absence is approved for up to a maximum of one calendar year. Students requesting an extension to this leave must make this request in writing to the PPOTD Program Director, and the request must then be reviewed and approved by a 51% or greater vote of the PPOTD core faculty.

ADVANCED CLINICAL / PROFESSIONAL TRAINING & PRACTICE POLICY

Students enrolled in clinic-based or certain professional training-based courses are certified, licensed (where applicable) occupational therapists in good standing with the National Board for Certification in Occupational Therapy (NBCOT) and the State Licensure Board (where applicable). Where appropriate, students must provide proof of appropriate professional liability insurance (minimum coverage: 1 million per claim / 3 million aggregate). Moravian University does not provide liability insurance, and does not assume responsibility for the actions of students enrolled in the Post-Professional Occupational Therapy Doctorate Program. Students should be familiar with the Occupational Therapy Practice Act(s) in the state(s) in which the Advanced Clinical and/or Professional Training & Practice experience is occurring, and should act within the boundaries of the Practice Act(s). By enrolling in these courses, the student and the mentor have signed an agreement indicating one of the following options: (1) the student is licensed to practice Occupational Therapy in the state where the Advanced Clinical/Professional Training & Practice experience is occurring; (2) the student is not providing patient care as part of this Advanced Clinical/Professional Training & Practice experience; (3) the student has reviewed the State Practice Act where the Advanced Clinical /Professional Training & Practice experience is occurring, and actions being performed as part of the Advanced Clinical /Professional Training & Practice experience do not violate this Act.

TECHNOLOGY & COMMUNICATION EXPECTATIONS / GUIDELINES

Technology Requirements:

As the PPOTD Program is an online, asynchronous program, students are expected to have access to a device with word processing software, teaching and learning platforms, and the ability to connect to the internet.

Technology Issues:

It is the student's responsibility to make sure that the assignment files are successfully uploaded into the appropriate submission folder. This means checking (and double-checking) to ensure that the file you upload is not blank or "corrupt." Any blank or corrupt documents will be considered a failure to turn in the assignment. Word or PDF are the preferred format for assignment submissions.

We are all aware that although technology enhances our academic lives, it is not infallible. Technology failure, including but not limited to, printer failure, network disruptions, Canvas learning management system disruptions, and personal computer failure are not excuses for late or missing assignments. Technology issues can best be avoided by completing work at an appropriate length of time prior to the due date. If students are experiencing technological difficulties or disruptions, they should notify the professor *at least* 24 hours prior to the due date/time.

Communication with Professor:

Students should NOT contact the professor using the electronic mail system attached to Canvas, but rather should email the professor directly at their Moravian University email account. The most ideal method of contacting the professor is email. If you send an email please place your name, the course number, and topic in the subject line. Failure to use this procedure may result in no reply to your email. Example- Subject-line: Doe OT 900 I-LEAD - Leadership Assignment.

Students should remember that all communication (electronic mail, phone and in-person) with faculty and staff within and outside the School of Rehabilitation Sciences, should be handled professionally. A professional email message includes the use of appropriate grammar, spelling and punctuation. Text messaging, instant messaging and the use of social media may be appropriate methods of communication between student groups, however these tools should not be used for professional communication with faculty or staff within or outside the School of Rehabilitation Sciences unless initiated by a faculty or staff member.

If you call on the phone and leave a voicemail message, please announce your name and course number, your callback number, the nature of your call, and an appropriate time for return calls. Attempts will be made to return all e-mail and voice mail messages within 24 hours (weekdays) or by the next Monday (on weekends). If you do not receive a response to an electronic or voice mail message within this timeframe, please assume the message did not reach the professor and resend the original message. Please limit calls to the professor's cell phone to emergencies only.

Online Net Étiquette ("Netiquette"):

This is essential in all aspects of the PPOTD Program and courses. Of particular importance is your sensitivity and professional attitude. This includes being sensitive to the ideas and thoughts of others and conducting oneself in a professional manner at all times. Failure to demonstrate

the appropriate professional behaviors in any portion of the program or courses is subject to removal from the course. Some suggestions for online discussions include:

- Think before you push the send button. How will the person on the other end read the words? While you can't anticipate all reactions, re-read what you've written before you send it.
- Remember to communicate in a professional, polite and clear manner. It is not good practice and etiquette to use sarcasm, too few words, or limited information.
- The use of capitals may send the message that YOU ARE SHOUTING!
- Give positive feedback (good idea, thanks), be polite, and avoid hostile or curt comments.
- Apply the same standards you would follow in a face-to-face classroom discussion.
- Share tips, help, and questions. For many of us, taking an online, asynchronous course is a new frontier. There are no dumb questions, and even if you think your solution is obvious, please share it by posting it on the Discussion Board or other communication tool.
- Ask for feedback if you're not sure how your ideas and comments will be taken. Remember there's a person on the other side. If you disagree with what someone has said, practice all your communication skills as you express that disagreement.
- "Flaming," or flying off the handle and ranting at someone else is unacceptable; it's the equivalent of having a tantrum, something most of us wouldn't do in a face to face classroom. Any derogatory or inappropriate comments regarding race, gender, age, religion, sexual orientation, are unacceptable and subject to the same disciplinary action that they would receive if they occurred in the physical classroom. If you have concerns about something that has been said, please let your professor know.

Written Communication:

A critical skill practiced in all courses is high-quality written communication that is convincing and appropriate. Students can demonstrate this skill by meeting high standards of clarity and correctness in the written work they submit in courses. The evaluation of written assignments considers content, style, grammar, spelling and punctuation. Students are expected to maintain high standards of expression and presentation in all submitted work and correspondence.

Electronic Mail & Learning Management System (LMS):

Students are required to check their Moravian University electronic mail accounts and the institution's LMS on a daily basis (including vacations and holidays). All important course and program information will be posted in the LMS or sent via electronic mail to the Moravian University accounts only. Students are responsible for all communication sent via electronic mail and for all announcements posted within the LMS. Failure to check electronic mail is not an acceptable excuse for failure to meet / complete class or program assignments. No assignments may be submitted via electronic mail without the prior approval of the professor.

GENERAL PROGRAM POLICIES

Students with Disabilities: Students who wish to request accommodations in the PPOTD Program or courses for a disability should contact the Office of Disability and Accommodations, oda@moravian.edu or by calling 610-861-1401. Accommodations cannot be provided until

authorization is received from the Academic Support Center.

Non-Discrimination Notice: Moravian University is a welcoming community that embraces and values the diversity of all members of the campus community. We accept the uniqueness of all individuals, and we cultivate an environment that respects, affirms, and defends the dignity of each member of our community.

Moravian University does not discriminate against any person based on actual or perceived race, color, sex, religion, ancestry, genetic information, national origin, sexual orientation, gender identity or expression, familial status, marital status, age, veteran status, mental or physical disability, use of guide or support animals and/or mechanical aids, or any other basis protected by applicable federal, state, or local laws.

Academic Dishonesty: Please refer to the Academic Code of Conduct (formerly the Academic Honesty Policy) in the Student Handbook (www.moravian.edu/handbook).

TITLE IX POLICY

Moravian University aspires to be a welcoming community that embraces and values the diversity of all members of the campus community. We strive to accept the uniqueness of all individuals and cultivate an environment that respects, affirms, and defends the dignity of each community member. We are committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation.

Moravian University does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived race, ethnicity, color, sex, religion, age, ancestry, national origin, caste, sexual orientation, gender identity or expression, genetic information, pregnancy, familial status, marital status, citizenship status, veteran/military status, disability status, or any other protected category under applicable local, state, or federal laws. In compliance with the requirements of Title IX, Moravian University does not discriminate on the basis of sex and does not tolerate such harassment or discrimination by or against any member of our campus community.

Concerns regarding discrimination (including sex-based harassment and/or sex discrimination) should be directed to:

Becki L. Achey
Equal Opportunity and Title IX Coordinator
1309 Main St. (Room 101)
(610) 625-7023
equalopportunity@moravian.edu

Mailing address:
Moravian University
1200 Main St.
Bethlehem, Pennsylvania 18018

Concerns regarding gender and equity in athletics should be directed to:
Rebecca May

Associate Athletic Director (Deputy Title IX Coordinator)
109 Johnston Hall
Moravian University
1200 Main St.
Bethlehem, Pennsylvania 18018
(610) 625-7791
mayr@moravian.edu

Concerns regarding the application of Title IX should be directed to:
U.S. Department of Education
Office of Civil Rights
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
(215) 656-8541
ocr.philadelphia@ed.gov

Sex-based harassment and/or sex discrimination can be reported online anytime (can be anonymous) at www.moravian.edu/titleix. Grievance procedures can be found in the institutional [Equal Opportunity, Harassment, and Non-Discrimination Policy](http://www.moravian.edu/policy) at www.moravian.edu/policy.

CONFIDENTIALITY

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal act that protects the privacy of individually identifiable health information. A major goal of HIPAA is to assure that the health information of patients is properly protected while promoting the health and wellbeing of patients and the public. Health care providers, such as occupational therapists, are responsible for upholding the standards and guidelines covered under HIPAA. Information which is considered protected includes: an individual's past, present or future physical or mental health condition; care provided to the individuals; and past, present or future payments for the provision of health care to the individual. Therefore, as an occupational therapist, it is illegal to discuss an individual's injury status, health care, prognosis, diagnosis or any other information related to their health. As a student in the PPOTD program, you may be asked to share patient cases with your peers or the faculty as part of discussions or assignments. At no time during these discussions or assignments is the identification of the patient or client allowed. Failure of students to comply with HIPAA may result in failure of the course or suspension or dismissal of the PPOTD Program. Additionally, students who violate HIPAA confidentiality requirements may be subject to legal ramifications at the local or federal levels.

POLICY ON STUDENT WORK FOR ASSESSMENT & RESEARCH PURPOSES

Student work may be utilized for programmatic and department/school assessment purposes. Student names will be redacted from all work. If you decide that you would like your work to be excluded from programmatic and / or departmental/school-wide assessment, you can withdraw your consent from assessment by emailing Dr. Melanie Austin. Opting out of this process will not affect your course grade or program status in any way.

PPOTD PROGRAM EXAMINATION POLICY

The following examination policies have been implemented to limit academic dishonesty, to ensure exam integrity, and to maintain a fair testing environment for all students enrolled in the PPOTD Program. Students who require testing accommodations should meet with the course instructor prior to the test administration date to discuss how accommodations will be honored without jeopardizing exam integrity.

1. All examinations (and some quizzes) in the PPOTD Program are delivered using a Lockdown Browser. This browser locks you into the exam, and prevents you from accessing any unauthorized websites or files during the examination. If you click out of the Lockdown Browser, your exam will be submitted.
2. In some cases, examinations may also utilize Respondus Monitor, which is a Web-Based Proctor that monitors your taking of the examination via your webcam.
3. If you exit an examination that is being delivered via Lockdown Browser or Respondus Monitor, your examination will be automatically submitted, and will not be reopened or retaken.

Violation of any of the examination policies is grounds for failure of the examination, failure of the course, and /or dismissal from the PPOTD Program.

ADVISING POLICIES

Advisor Roles and Responsibilities

The advisor is a faculty member in the PPOTD Program who provides the student with academic and professional guidance throughout the program of study. The Advisor for all students enrolled in the PPOTD Program is the PPOTD Program Director. Group and/or individual advising emails will be sent out prior to the registration period for each semester. Phone and/or virtual advising meetings can be scheduled as needed, at the request of the student or the advisor. All students also have access to a Google Sheet with their course history. This sheet is updated twice per semester; once when students register for courses for the following semester, and once when final grades are issued.

The following are the central forms of support and guidance by the advisor:

1. To assist the student in selecting courses to advance his or her professional interests, abilities and goals within the field of occupational therapy
2. To keep the student informed about programmatic and university policies, regulations, and procedures impacting his or her progression in and completion of the PPOTD Program

Student Advising Roles and Responsibilities

The student's role is to take primary responsibility for the development of their academic program and for meeting all graduation requirements. In the advisor-advisee relationship,

student responsibilities include the following:

1. To make appointments with the advisor as needed and to ensure the advisor is kept informed about the student's progress and performance.
2. To seek sources of information that can assist the student in making course selections and meeting graduation requirements.
3. To become knowledgeable about University policies and procedures.
4. To be proactive in identifying and creating strategies and plans to be successful in courses and all aspects of the PPOTD Program

Section III: Disciplinary Actions and Grievances

Disciplinary Procedures

The following procedures have been established to ensure the smooth operation of the Moravian University PPOTD Program. Offenses of the rules and regulations of the University or the PPOTD Program shall be deemed as either "minor offenses" or "disciplinary offenses".

The compilation of three minor offenses shall be the equivalent of one disciplinary offense. Each disciplinary offense shall require the student to appear before the Program Director, and Associate Dean for disciplinary action or dismissal from the PPOTD Program. The following three steps indicate formal procedures resulting from disciplinary offenses of the Moravian University PPOTD Program. All disciplinary actions by the PPOTD Program Director and Associate Dean shall be entered into the PPOTD student's permanent file.

Step I: When applicable, two "minor offenses" by the student will result in a meeting (virtual or in-person) with the PPOTD Program Director. This meeting will serve as a warning that any further offenses of the PPOTD Program rules and regulations will result in formal action against the student.

Step II: The initial "disciplinary offense" shall result in a student / PPOTD Program Director and Associate Dean formal meeting (virtual or in-person). Minutes of the meeting as well as a written response, including any disciplinary action to be taken, will be filed in the PPOTD Program Director's office. One copy of the written response will be sent to the student's permanent address within ten (10) days. An additional copy will be placed in the student's permanent file.

Step III: A second "disciplinary offense meeting" with the PPOTD Program Director and Associate Dean will minimally result in academic probation for a period of one semester.

Step IV: The "third disciplinary offense" may result in immediate dismissal from the Moravian University PPOTD Program.

Minor Offenses: Minor offenses include, but are not limited to, failure to attend mandatory meetings or failure to complete required documentation.

Disciplinary Offenses: Disciplinary offenses include, but are not limited to, insubordination, failure to perform duties in a professional manner or failure to act in a manner consistent with the standards of Moravian University, the Moravian University Policy on Academic Code of Conduct, the PPOTD Program, the American Occupational Therapy Association Code of Ethics and / or the NBCOT Guidelines and / or the State Licensure / Registration Board.

Appeals Policy: Any PPOTD student has the right to appeal all disciplinary decisions made by the PPOTD Program Director and Associate Dean. All appeals must be typed and submitted to the PPOTD Program Director's office within ten (10) days of the date of the disciplinary written response. The PPOTD Program Director, in conjunction with the Associate Dean of the School of Rehabilitation Sciences, will review the appeal and submit a written response within ten (10) days of receipt of the appeal letter of the student. In the case that the Associate Dean of the School of Rehabilitation Sciences has already been a part of the Appeals process, the Dean of the College of Health will be consulted in place of the Associate Dean of the School of Rehabilitation Sciences.

Grievances:

Students are to follow the policies identified in the Moravian University Student Handbook for any grade appeal. Any other grievances within the PPOTD Program should utilize the following hierarchy:

1. Student discusses the concern with the faculty member directly responsible for the PPOTD Program course
2. If the student does not feel the problem has been addressed, the student should then discuss the concern with the PPOTD Program Director
3. If the student has continued concerns regarding the issue, he or she should discuss the concern with the Associate Dean of the School of Rehabilitation Sciences
4. If the student continues to feel that his or her concerns have not been addressed, the final level is with the Dean of the College of Health

Moravian University
Post-Professional Occupational Therapy Doctorate (PPOTD) Program

Handbook

Student Agreement

By signing this form, I acknowledge that I have read and familiarized myself with the most recent edition of the Moravian University Post-Professional Occupational Therapy Doctorate (PPOTD) Program Handbook that is posted on the Moravian University PPOTD Website.

Additionally, I understand the contents of this Handbook and how the policies and procedures of Moravian University's PPOTD Program will impact my progress in the program. I intend to comply fully with the policies and procedures stated above and in the *Post-Professional Occupational Therapy Doctorate Program Handbook* as prescribed by the Post-Professional Occupational Therapy Doctorate Program and Moravian University. Failure to follow the PPOTD Program rules, regulations, and guidelines may result in disciplinary measures, and/or not completing the PPOTD Program in the desired time frame. I understand that the policies and procedures established in future editions of the PPOTD Handbook supersede all previous policies and procedures of the PPOTD Program. The PPOTD Program Director will notify students of updates to the PPOTD Handbook via electronic mail.

Finally, I have spoken with the PPOTD Program Director to discuss any questions or concerns I have regarding the content of the *Post-Professional Occupational Therapy Doctorate Program Handbook*.

Student's Full Name (Printed)

Student's Signature

Date