

McGill School of Physical and Occupational Therapy

B.SC. (REHABILITATION SCIENCE); MAJOR IN PHYSICAL THERAPY:

RULES AND REGULATIONS 2024-2025



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A. INTRODUCTION

C.3. ACADEMIC OFFENCE

For information on what constitutes an academic and non-academic offence, students should refer to the <u>Code of Student Conduct and Disciplinary Procedures</u> as outlined in the <u>University Policies and Regulations</u>. Academic or non-academic offences are also considered unprofessional behaviour.

In the event of an allegation of a violation of the Code of Student Conduct and Disciplinary Procedures

their final course grade reduced by 10%. If an activity is missed due to an unforeseen emergency, this information must be communicated to the course instructor as soon as possible.

An absence of more than 3 days (for example, compassionate or medical reasons) must be supported by written documentation, such as a <u>medical note</u>, and submitted to the Program Director or delegate. The Program Director or delegate may request additional information before approving the absence.

D.4. CONFIDENTIALITY

During clinical courses and in class, students must respect the confidential nature of clinical material (patient records, case discussions, etc.). During class, any private information shared by a fellow student, client, or professor shall remain confidential. Any confidential material should only be discussed within a professional context and never in a public place.

All student information, including student records, intra-university comof dterial

PHTH 554 Cardiorespiratory Rehabilitation

PHTH 564 Integrated Cardiorespiratory Rehabilitation

IPEA 500 Roles in Interprofessional Teams

IPEA 501 Communication in Interprofessional Teams

Students must successfully complete all courses in Promotion Period 3 in order to graduate from the Bachelor of Science (Rehabilitation Science) in Physical Therapy program.

The PTPRC may allow a student to repeat a promotion period due to a deferred, incomplete, or failed course. A student may not repeat more than one promotion period during the program.

E.2.1. ADMISSION TO MASTER OF SCIENCE (APPLIED) IN PHYSICAL THERAPY

Admission to the Master of Science (Applied) in Physical Therapy, following completion of the Bachelor grade point average (cGPA), academic integrity and professional behaviour.

A cGPA of 3.0 or greater is required to be admitted to the Master of Science (Applied) in Physical Therapy program, based only on courses required for completion of the Bachelor of Science (Rehabilitation Science) in Physical Therapy program.

Students may not be admitted to the Master of Science (Applied) in Physical Therapy program if they have demonstrated a lack of academic integrity (section C) or professional behaviour (section D) during the Bachelor of Science (Rehabilitation Science) in Physical Therapy program. The decision about what constitutes a lack of academic integrity or professional behaviour will be undertaken by the PTPRC on an individual basis.

Master of

Science (Applied) in Physical Therapy program, is required for licensure as a Physical Therapist in Canada.

E.3. GRADES AND ASSESSMENT OF STUDENT LEARNING

An overall final grade of C+ (60%) is required to pass any program course with a designation of PHTH or POTH. For courses in which the final grade is assigned as a percentage, the final grade for the course, and each course component (see E.3.2.), will be rounded to the nearest integer based on standard mathematical convention (0.5 rounds up; < 0.5 rounds down). The final grade for the course / course components will be determined from all relevant summative assessments, as explained in each course outline (or as explained by the course coordinator/instructors should a modification to the procedure in the course outline be required). Grades for each assessment (assignment, examination, etc.) will not be rounded prior to calculating the final grade for the course / course component(s).

The passing grade for other courses taken at McGill, which are to be counted towards completion of the Bachelor of Science (Rehabilitation Science) in Physical Therapy program, is a C (55%).

The passing grade for courses taken at other educational institutions (such as TELUQ courses see section I. Oredit Transfers), that are to be counted towards completion of the Bachelor of Science (Rehabilitation Science) in Physical Therapy program, is a letter grade of Cor better according to the credit system of the host university. Letter grades take precedence over numerical grades.

A grade is not final until it has been reviewed by the transcript.

E.3.1. SUPPLEMENTAL ASSESSMENT

If an overall failing grade is received for a PHTH or POTH course, that grade will be recorded in the supplemental

assessment, rather than requiring the student to retake the course, if the student is in satisfactory standing in the program (see section E3.4. Student Standing) and if agreed to by the course instructor.

For the purposes of promotion within the program, undertaking a supplemental assessment in a course is considered equivalent to retaking the course. A fee is associated with all supplemental assessments and the result of the supplemental assessment credit weight as the original course.

The passing grade for any supplemental asses n4(sa)9(tisfact)9(o)-5(ry)9()]TJETQq0.00000912 0 612 792 reW*nBT/F1 11

In any PHTH or POTH course that includes multiple assessment components, students must achieve a passing grade of C+ (60%) in each component, as well as in the overall course, to receive a passing grade for the course.

If the student achieves a passing grade for the course but receives a failing grade for one (or more) of the course component(s), the course grade is temporarily withheld from the record. The student must undertake remedial work in the failed component(s) or accept a grade of F (failure) for the course.

- If a passing grade is achieved for the remedial work, the original passing grade for the course will be recorded.
- If a failing grade is received for the remedial work, the student will receive a final grade of F (failure) for the course.

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E3.4.2. PROBATIONARY STANDING	
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- 11. When the parties have completed their presentations and the Chair and the Committee members have no further questions, the meeting will be adjourned. The Committee will continue to deliberate in private.
- 12. All members of the Committee, including the Chair, vote. A simple majority is required for a decision.
- 13. The parties shall be informed verbally by the Chair as soon as the decision has been made. The decision will be confirmed in writing with sufficient detail no later than 10 working days following the meeting. No further appeal is permitted.

F. EXAMINATION REGULATIONS AND PROCEDURES

Information outlined in this section supplements the 2024-2025 McGill University

Article 17(a): "No student shall, in the context of an Assessment, obtain or attempt to obtain information from another student or an unauthorized material including from an electronic device or give or attempt to give information to another student or possess, use or attempt to

- 9. Bathroom privileges: only one student at a time will be allowed to go to the bathroom, and the student may be escorted there and back by an invigilator (at the invigilator's discretion).
- 10. No student will be permitted to leave during the final 15 minutes of the examination.

F.3. DEFERRED EXAMINATIONS AND ASSIGNMENTS

F.3.1. DEFERRED FINAL EXAMS

Deferred final examinations are examinations rescheduled because the original examination was missed for valid reasons. Deferring an exam is an exceptional measure and is meant to help students who are severely ill or dealing with unforeseeable, significant extenuating circumstances.

Deferring an exam merely pushes it to the future to a time when you may have a full course load of other exams to prepare for. You are strongly advised not to defer more than two exams in an exam period, as this could make for an unmanageable deferred exam period and workload for the following semester.

Do not use exam deferral requests to manage your exam schedule or to reduce your exam load. If you request to defer one exam due to illness, then write another exam the same day or the next, your request may be refused. It is your responsibility to plan how you will meet the academic requirements of your program. Deferred exam requests may not be approved if you attend your exam and partway through decide that you were not well enough to perform at full capacity.

F.3.1.1. PROCEDURES TO DEFER A FINAL EXAM

Permission for a deferred final examination will be granted by the Program Director or delegate for the following reasons: valid health reason, family, or personal crises. Note that participation in elite athletic event is not a reason for deferral of a final exam (see section M. Policy on Students Participating in Athletics).

Except for cases of emergency on the day of the exam, students must make their request for a deferred exam prior to the scheduled exam. The request must be accompanied by supporting documents (such as a medical mote). The Program Director or delegate reserves the right to verify all documentation.

In the case of an emergency on the day of the exam, supporting documents must be presented to the Program Director or delegate as soon as possible, and no later than 1 week after the missed examination. These documents must indicate that the student was unable to write the examination for an approved reason on the specific date of the examination. The Program Director or delegate may request further corroborative documentation.

In cases of incidental illness (e.g., a cold, cramps, nausea, etc.) that affected your study time leading up to the exam, but where you recovered on the day of your exam, you are expected to write your exam, and a deferral may not be granted.

If you have made requests due to disability or chronic illness in the past, it is your responsibility to take measures to manage your condition and your course schedule to avoid relying on deferred exams in subsequent exam periods. Please refer to resources available (listed below) and consult with your academic advisor to assist you in this process.

For incidental illness or flare-ups of chronic medical issues, you must submit supporting medical documentation from your health practitioner indicating that you were seen on or close to the original exam date and why you were unable to write the exam on the original date. In the case of a flare-up of a chronic condition, the note from your health practitioner will need to specify that they observed the flare-up the day of your missed exam, and that you are continuing to be treated and/or followed for your diagnosed condition.

Note: a diagnosed anxiety disorder is a chronic issue. However, if your note simply states anxiety, this is considered to be an incidental illness.

It is assumed that upon entering the exam room or accessing your online exam, it is your intent to complete the exam. It is your personal responsibility to judge your own state of health before entering the exam room or accessing your online exam to assess whether you are able to write the exam. If you attend your exam or access your online exam, you are no longer eligible to defer it, except under some exceptional cases of unforeseeable medical emergencies. In most cases, once you have started a final exam, no accommodations for an alternate exam will be provided. Note that requests based on minor illnesses (e.g. nausea, headache, dizziness, etc.) will not be approved.

In general, an approved deferred final examination will be written in the deferred/ supplemental exam period or at the earliest feasible time. Deferred examinations will generally be in the same format as the missed examination. It is your responsibility to be in the contact with course instructor to determine the format and material on the exam, as well as the date and time of the exam.

exam is written and graded. Both the grade of "L" and your final grade will display on your advising/unofficial transcript.

Steps to take to request Deferred Exams:

Step 1: Understand your options and the consequences

Step 2: Find out if you are eligible for a deferred exam

Step 3: Submit your request

Step 4: Understanding your decision (approved or refused)

F.3.2. DEFERRED MIDTERM EXAMS

A student who misses a midterm examination must provide appropriate documentation (e.g., <u>medical</u> <u>note</u>) to the course instructor. The original documentation must also be provided to the Program

If approved, the instructor may choose one of the following options:

Preparing an alternative (deferred) exam to replace the missed exam.

Preparing an alternative assessment to replace the missed exam.

Reweighting other components of the course assessment to make up for the missed exam/assessment.

F.3.3. DEFERRED ASSIGNMENTS

No course assignment will be accepted after the due date without the approval of the instructor.

If the course instructor accepts the reason(s) for the assignment not being submitted by the due date as valid, a new deadline for the assignment, an alternative assignment, or a reweighting of other course components to make up for the missed assignment may then be arranged between the instructor and student.

If the course instructor does not accept the reason(s) for the assignment not being submitted by the due date as valid, the student will receive a grade of 0 for the assignment.

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- and schedule). The student must then contact the professor teaching the corresponding McGill course, in order to ensure that the host university course can be considered equivalent to the McGill course.
- Complementary and elective courses: students are expected to use the <u>Course</u>
 <u>Equivalency System</u>. All courses taken abroad must be approved using the Course
 <u>Equivalency System</u>.

Search the course equivalency database to determine if the course you want to

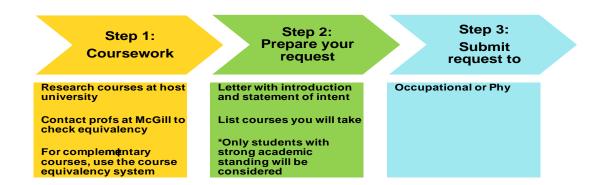
already been approved. Make su

The course may have already been approved, but might be expired, which

If the course is not on the course database, then you must login (using your

information on using the system, please go to Frequently asked questions.

- Make sure that the course syllabus has: the name of the University, and the year/term that the course syllabus was written.
- Once you have made an exchange application, you will then have access to the required Minerva Transfer Credit Assessment Form Equivalency System can be added to the Transfer Credit Assessment Form. For further information, please refer to the Help Field on Minerva.



, transfer credits are earned if the grade earned in the host university course(s) is equal to or higher than the grade / CGPA required to graduate from the host university (see section <u>I. Credit Transfers</u>).

You are expected to comply with all McGill Exchange Regulations and Conditions of Participation. Please refer to their website for specific details Home Page International Education - McGill University.

I.



The following guidelines apply to student athletes and students working with athletic teams as part of the Sports Medicine Practicum courses (PHTH 301D1/D2). If a situation arises in which a competition occurs during a scheduled course, program, activity, or assessment, the participating student must:

a. Identify the conflict to the Program Director or delegate no later than two weeks prior to the event by providing the following documents.

A letter from the student requesting permission to be absent from classes for the proposed dates.

A signed form from the coach confirming when and where the competition will be held, and that the student is participating in the event. Please refer to the form found online: https://mcgillathletics.ca/documents/2012/12/4/IntercollegiateAccommodation.pdf

A copy of travel plans if appropriate.

b. Obtain permission from the Program Director or delegate to participate in the event.

Students are required to follow the same procedures and timelines even if the date of the competition is unknown but is potentially in conflict with an assessment. Late submissions will not be considered.

The academic assessment or activity takes precedence over the athletic event. Possible solutions to the conflict include:

preparing an alternative assessment for the student.

shifting the weight normally assigned to the missed assessment to the weight assigned to the remaining assessment(s).

deferring the assessment to another time.

A final exam cannot be deferred due to participation in athletics.

Students are not permitted to write exams outside of McGill University, as this situation may compromise the student and/or the exam. The procedures for conducting a deferred exam are the same as those listed in The School of Physical and Occupational Therapy Rules and Regulations, and other McGill documents.

Students will not be released from final exams during the exam period or from summative midterms. Students may not request absences from clinical courses.