

## Chapter IV

### ACADEMIC STANDARDS, GUIDELINES AND POLICIES

Students are governed by academic standards, guidelines, and policies of both Pacific University and the School of Occupational Therapy (OT). This chapter provides academic standards, guidelines, and policies specifically for students enrolled within the School. Please refer to the Pacific University website at [www.pacificu.edu](http://www.pacificu.edu) for the latest editions of The *Pacific University Catalog* and *Pacific Stuff* which provide information regarding the University's academic standards, guidelines, and policies. Note: "School" refers specifically to the School of Occupational Therapy and "University" refers to Pacific University.

#### **ACADEMIC STANDARDS**

Good academic standing in the School of Occupational Therapy is defined as:

- 1) Satisfactory academic performance
- 2) Sound practice skills
- 3) Adherence to University and School rules and procedures
- 4) Behavior that leads to professional competence and positive interpersonal and professional relations
- 5) Appropriate professional/ethical conduct and attitudes.

Students receive feedback regularly in these five areas from academic advisors each semester.

#### **Academic Performance and Development of Practice Skills**

To maintain good academic standing and to progress adequately in the development of practice skills (which refer to performance in both academic and fieldwork courses), students must attain a grade of C (or better) or a Pass in all OT coursework and also must maintain a minimum semester and cumulative grade point average (GPA) of 2.7 for all graded OT coursework. A grade of C- (or lower) or No Pass (NP) in any academic or fieldwork course is grounds for academic probation or dismissal from the program. Failure to maintain minimal GPA required will result in academic standing review (see Academic Standing Procedures below). A Pass (P) in any coursework is not calculated into the student's GPA. A minimum of 2.7 cumulative GPA is required in order to graduate from the program. Grading methods are clearly outlined within each course syllabus.

### **Compliance with School Rules/Procedures**

Agreement to abide by the policies and procedures of the University and the program is implicitly confirmed when students register each term. Students are expected to adhere to the various administrative and academic deadlines listed in the academic calendar and in course syllabi. Failure to do so may jeopardize the student's academic standing in the School of Occupational Therapy and may constitute grounds for academic warning or probation, or dismissal from the program. In addition, failure to maintain requirements and provide documentation for immunizations, TB screenings, CPR, and First Aid according to the School of Occupational Therapy guidelines will result in academic standing review (see Academic Standing Procedures below). Students may not attend class until all documentation is current.

### **Professional/Ethical Conduct**

The School of Occupational Therapy reserves the right to define professional competence and behavior, to establish standards of excellence, and to evaluate students in regard to them. To maintain good academic standing, students must demonstrate professional/ethical conduct and attitudes that lead to professional competence. Students are expected to demonstrate behavior consistent with the Pacific University Code of Academic Conduct, Pacific University Code of Student Conduct, the most current AOTA Code of Ethics for Occupational Therapy and state and federal laws governing the conduct of Occupational Therapy practitioners. Students must demonstrate behavior that leads to professional competence and positive interpersonal and professional relations. Demonstration of behavior that is clearly unprofessional or that does not lead to positive interpersonal and professional relations is considered evidence that a student is not suited to a professional career and, thus, constitutes adequate cause for academic standing review (see Academic Standing Procedures below). In cases of flagrant or intentional violations of the AOTA Code of Ethics, the University Code of Academic Conduct, and/or the University Code of Student Conduct, a student may be removed from the program without previous warning.

It is expected that students become familiar with and adhere to the conduct guidelines and regulations further outlined in the University's Student Handbook (available on-line), as well as the School of Occupational Therapy Student Handbook. Students will need to undergo a criminal background check in order to be able to participate in fieldwork or practice in certain settings.

### **Time Limit for Completion of Degrees**

All work for degrees (including transferred credits, major projects, fieldwork, and examinations) must be completed within a period of five calendar years.

### **Academic Standing Procedures**

A student's academic standing may be jeopardized by any one or more of the following:

1. Indications of poor academic performance;
2. Insufficient progress in the development of practice skills;
3. Failure to comply with school rules or procedures;
4. Unprofessional conduct, unethical conduct, or illegal conduct; or
5. Evidence of behavior that may hinder professional competence and interpersonal or professional relations.

School faculty meet to evaluate academic progress and identify the status of each student at midterm and at the end of each grading period. Student status is identified and described as any one of the following:

#### **ACCEPTABLE**

Student demonstrates all of the following:

1. Satisfactory progress in academic performance
2. Satisfactory progress in the development of sound practice skills
3. Adherence to University and School rules and procedures
4. Development of behaviors leading to professional competence and positive interpersonal and professional relations
5. Appropriate professional/ethical conduct and attitudes

#### **NOTICE OF CONCERN**

Student demonstrates behaviors which are of concern to faculty that may limit continued successful academic progress in any of the 5 academic standing areas defined. A student may be provided with a "notice of concern" if a course instructor, fieldwork supervisor, or academic advisor has concerns about the student's performance in any of the academic standing areas defined. A notice of concern is designed to bring the student's attention to an issue (e.g. less than acceptable professional behavior, falling academic performance) so that the student may address and improve performance in the area of concern and thus avoid receiving an academic warning or more severe level of academic standing.

#### **ACADEMIC WARNING**

An official warning may be given for any one of the following:

1. Semester GPA at or below 2.7;
2. Continued prevalence or increased frequency of previously cited areas of concern; or
3. Failure to comply with School/University rules or procedures or professional /ethical behavior at a level of greater concern.

### **ACADEMIC PROBATION**

A student is placed on academic probation for any one of the following:

1. Semester GPA below 2.7 for more than one semester at any time during academic program
2. Cumulative GPA below 2.7
3. Failure to meet the terms of an action plan designed as the result of an academic warning
4. Lack of compliance with School/University rules or procedures or inappropriate professional/ethical conduct at a level of greater magnitude than that considered to warrant a warning.

### **DISMISSAL**

A student will be dismissed from the program for any one of the following:

1. Receipt of a C- or below for a course grade, or a NP (No Pass) for any requirement, course or fieldwork experience
2. Cumulative GPA below 2.7 for more than one semester at any time during the academic program
3. Academic probation status for more than one semester at any time during the academic program
4. Failure to meet the terms of an action plan designed as the result of an academic probation
5. Flagrant or intentional violations of the AOTA Code of Ethics, the University Code of Academic Conduct, and/or the University Code of Student Conduct.

Students are given regular feedback on their progress in the program at least once each semester. Faculty and fieldwork educators evaluate students' academic performance, practice skills, and professional development and

behaviors as demonstrated in the educational and fieldwork environment according to standards set forth in the University Catalog, the School of Occupational Therapy Student Handbook, and the AOTA Code of Ethics. Such evaluations occur throughout a student's enrollment in academic and fieldwork courses. Additionally, at least once a semester, each student meets with his or her School academic advisor to receive feedback regarding his or her overall academic standing and performance. This formally scheduled advising session is also intended to identify potential academic difficulties or strengths for a student and to identify those students whose academic standing may be at risk of academic warning or probation due to failure to meet program requirements. Identification of difficulties or risk factors serious enough to lead to academic warning or probation results in the development of a plan of action.

In the case of an academic warning or probation status, the academic advisor and student collaborate in designing an action plan which will eliminate risk factors and facilitate acceptable performance. An action plan will include behavioral outcomes, time-lines and responsibilities of appropriate parties. The action plan will be signed by the student, academic advisor, and program director, and will be used as a guide for remediation.

In the case of academic warning, academic probation, or dismissal from the program, the following procedures are utilized:

1. The course instructor, supervisor, and/or academic advisor sends written notice to the Program Director of the unsatisfactory performance demonstrated by the student. A copy of the written notice is sent to the student.
2. The Program Director brings the issue to the faculty at large within two calendar weeks of receipt of the written notice. The faculty determines the student's status for continuing in the program
3. Students placed on either academic warning or probation will receive formal written notification outlining the reasons for warning or probation and expectations that must be met in order for the student's academic status to be returned to acceptable.
4. The academic advisor meets with the student to review the student's academic performance and inform the student of the faculty's decision regarding the student's academic standing. The student and academic advisor collaborate to develop a written action plan for remediation that is then submitted to the faculty for approval.
5. Once the action plan is approved by the faculty, then the student, Program Director, and Academic Advisor all sign the plan of action and place a copy in the student's academic file.

6. A student who is on probation and who fails to meet the terms of the action plan may be dismissed from the program.

7. There may be times when extenuating circumstances warrant an exception to the procedures outlined above. Request for modifying the action plan procedures must be made to, and approved by, the Program Director and full time faculty.

There may also be exceptional circumstances where the first action taken by faculty will be to terminate the student.

8. A student may appeal a decision of the School's academic standing procedures through the College of Health Professions Standards and Appeals Committee. Appeals must be filed with the Director's office within 10 days of notification of the original action. The student is not allowed to attend class until he or she has filed an appeal. Further appeals may be pursued through the University Standards and Appeals Committee according to governing policies.

Program decisions regarding academic standing are final. A decision may be appealed only if the student can show that:

1. There was an error in the procedure used by the faculty
2. There is new evidence sufficient to alter the decision
3. The sanction imposed was not appropriate to the severity of the violation of professional or academic standards.

Individuals convicted of a felony may not be eligible for licensing or certification in Occupational Therapy. Students are urged to contact the appropriate licenser or certification agency for further information.

### **Disability and Accommodation**

Occupational therapists are advocates for the participation of people with disabilities in their chosen activities and participating to their full abilities in society. In that spirit, we support the provision of reasonable accommodations that allow students to participate in the School of OT program, assuming that the student is able to meet the essential functions of a student in course-and fieldwork. Any student who feels that he or she may need an accommodation based on the impact of a disability should contact the Learning Support Services office to discuss specific needs. Please contact Edna K. Gehring, Director of Learning Support Services for Students with Disabilities at x2107, via Email at [gehringe@pacificu.edu](mailto:gehringe@pacificu.edu), or stop by the LSS office (McCormick 219 or 203) on the Forest Grove campus. The LSS is responsible for coordinating reasonable accommodations for students with documented disabilities.

## **Assignments**

All assignments must reflect a quality expected of students enrolled in a graduate professional program. Written assignments are particularly important as occupational therapists must possess strong writing skills. All assignments, written or otherwise, that do not adhere to the School's minimum standards will not be accepted. Note: Please refer to specific course syllabi regarding expectations for each assignment and the potential impact of assignments which are below minimum standards. As a general rule, late assignments will not be accepted without prior approval of the appropriate faculty member.

**Written assignments** The *Publication Manual of the American Psychological Association* (APA) is to be used as an editorial reference for all written assignments. This manual, a required reference for the program, is available in the University bookstore. All written assignments required by the School should adhere to the following minimum standards:

- Typewritten, double space (minimum 12 font) on one side of paper only (unless specified otherwise by the appropriate faculty member);
- Proper pagination, spacing, and margins;
- Proper grammar, sentence structure, spelling, and logical organization;
- Proper referencing (all written assignments should include a reference list).

Please refer to the APA manual (or other appropriate sources) for more specific details.

## **Academic Integrity**

Students are expected to maintain the highest degree of academic integrity in all of their School and professional activities. In accord with University policies, cheating is not tolerated. An increasingly common risk to academic integrity is plagiarism that has been created through the easy access to copyrighted materials on the internet web. Therefore the student is encouraged to diligently guard against misuse of these valuable intellectual and academic resources.

Plagiarism involves the use of someone else's words or ideas without proper documentation or acknowledgment. Quotations must be clearly marked and sources of information, ideas, or opinions of others must be clearly referenced in all written assignments. This applies to paraphrased ideas as well as to direct quotations. It is expected that all written assignments are written primarily by the student whose name appears on the assignment. Editorial assistance for written assignments is encouraged by the School but assignments that are written by someone other than the student constitutes plagiarism. Please note that plagiarism is grounds for academic warning, probation, or dismissal. (Refer to the online *Pacific University Catalog* and *Pacific Stuff* for further information.)

Students are strongly encouraged to allow sufficient time to complete assignments and to have another person proofread her or his written

assignments for editorial purposes. Students are responsible for typing and copying of their own materials. Photocopying of all assignments is permissible and it is not essential to submit an original copy. As a precaution, all students are encouraged to retain a copy of all written assignments submitted.

### **Confidentiality of information**

All students must maintain the confidentiality of any persons that they encounter during course and fieldwork assignments and, in some circumstances, the confidentiality of the site should also be maintained. Confidentiality means that any information shared regarding the encounter, whether it be during a class discussion, casual conversation, or for an assignment, shall not identify that person or place. For example, under no circumstances should a student include a person's last name, address, or telephone number in any School assignment. Further, students should delete or change other information that might readily identify the person. For example, a student may interview another student's grandmother for an assignment. If this information was revealed during a presentation, the person would be readily identifiable by the other students in the classroom. In general, it is recommended that pseudonyms be used for School assignments. Note: Information which readily identifies a person may be shared with a faculty member.

For all assignments which require the active involvement of volunteers or clients from outside the School, students will need to seek, as appropriate, either verbal and / or written permission. For assignments which do not require the use of photographs or audio/videotape, students should seek the person's verbal consent for his or her participation in the assignment. For example, if a person volunteers to be the focus of an assignment where the student documents the person's daily activities, the student should explain the nature of the assignment and ensure that the person gives his or her verbal consent for the information to be used in the assignment. The student should also ensure that the person understands that his or her real name will not be used, but instead a pseudonym will be used, and that no other identifying information will be revealed, thus maintaining the person's confidentiality.

For assignments where students are documenting general observations, it may not be necessary to seek verbal consent of all persons involved. For example, an assignment may involve documenting what the student observed within a daycare setting. During this process, no specific information is obtained from the daycare provider, parents, or the children; only information that the student observes is used. In cases like these, it is not necessary to seek permission from every person whom the student observes. Students should, however, ensure that the appropriate responsible person(s) involved is (are) aware of the nature of the assignment and that permission has been granted, if necessary. In this example, verbal permission would be required of the person(s) responsible for the daycare setting but not from the children or their parents.

For all assignments requiring the use of photographs or audio/videotape, the student must receive verbal and written consent from the person(s) involved

in the assignment. The same process to obtain the person's verbal consent, as outlined above, should be followed. Additionally, students must obtain written permission from the person, using the form entitled "Release of Information - School Assignments" (see Chapter VII Appendixes). These forms are available in the School mailbox area. This form must be completed, signed, and submitted with each assignment. Failure to do so shall constitute an incomplete assignment and, as such, will be dealt with accordingly.

Further, for all assignments requiring audio- or videotaping of any person, the student should state the following for each appropriate segment of the audio- or videotape: (a) This is (student's name); (b) I am audiotaping/videotaping (person's first name only); (c) This is for (describe assignment).

Failure to comply with issues regarding a volunteer's or client's confidentiality may result in academic warning, probation, or dismissal.

Please be alert to modifications to these policies on confidentiality that may develop in relation to implementation of HIPAA regulations.

Please review the IRB website (<http://www.pacificu.edu/research/irb/>) for information regarding confidentiality of research participants when conducting research related projects.

### **Attendance**

Students have personal responsibility for class attendance, participation, and completion of assignments. A large portion of classes are composed of experiential learning sessions, discussions, and experiences that require a student's participation to achieve the course objectives; therefore, attendance and class participation is expected for maximum learning. When an absence is inevitable, the student is responsible for contacting the appropriate faculty member(s) via telephone voice mail prior to his or her absence from a specific class. The student is then responsible for obtaining (from his or her classmates) any materials and handouts missed due to absence. Assignment of make-up work, if any, is at the discretion of the faculty member. Further expectations regarding class attendance will be found in each course syllabus.

### **Documentation Requirements**

All students must maintain documentation regarding, immunization status, current medical insurance, proof of annual tuberculosis (TB) screenings, and current CPR/First Aid certifications throughout their enrollment in the curriculum. Although the School will maintain photocopies of specific records (see below), the School cannot release this information to any individuals or facilities due to HIPAA regulations. Therefore, it is each student's responsibility to maintain a file in order to provide appropriate documentation as requested by his or her fieldwork facilities. This will include all the above documentation as well as evidence of passing a criminal background check. In addition, evidence of drug screening may be required by specific facilities in which the student participates as a student. See Criminal Background Check and Drug Screening section for details.

All photocopies of documentation requested by the School should be submitted to the School's administrative assistants who will maintain the records. **If a student fails to provide the OT office with current certifications and immunization records it will result in academic warning, probation, or dismissal from the program.**

**Medical insurance** All students enrolled in the School are automatically covered under the University's group medical coverage. Students with their own personal medical insurance coverage are exempt from participation in the University's group plan if they file a waiver with the University Business Office. Students are advised to maintain photocopies of current medical insurance policies as some fieldwork facilities may require proof of medical insurance. Note: Students are not required to submit documentation of medical insurance to the School. However, they may be required to submit proof of medical insurance to their fieldwork facilities or for participation in international study that may additionally include proof of travel insurance.

**Criminal Background Checks, Drug Screening, and HIPAA** As part of professional education, students are involved in learning activities within the community working with a variety of clients. These community learning activities occur as part of classroom activities, practicum experiences, and fieldwork rotations. Many of the community sites used for these learning activities require a criminal history check and they may also require a drug screening. Students will be required to pass a criminal history check upon entering the program in order to be able to participate in these learning activities, and may be required to pass a drug screening test by some of the facilities within our practicum and fieldwork programs. Evidence of criminal background check completion is provided to the facilities using the Background Verification Form (attached). Some facilities also require a Social Security Number Trace Report. This report is provided to facilities upon request (attached).

In addition to the need for these background checks for community learning experiences, please be aware that the National Board of Certification for Occupational Therapy (NBCOT) may prevent a student who has certain criminal convictions from taking the national certification examination. Passing this examination after degree completion is required to practice as an occupational therapist. If you have concerns about these background checks and screenings, it is recommended that you address them as early as possible in your OT education. If you have questions about these procedures, please direct them to your School of Occupational Therapy academic advisor.

The Health Insurance Portability and Accountability Act (HIPAA) was enacted by Congress in 1996. HIPAA guidelines legally enforce the protection of confidential information at all stages of healthcare delivery. Students are required to complete HIPAA training prior to participating in any practicum and fieldwork rotations. Training is provided in the first semester of the program. Evidence is

provided to the facilities using the Background Verification Form (attached). Additional training may also be required by some facilities before beginning fieldwork.

**Immunizations** All students enrolled in the School are required to submit official documentation verifying up-to-date records of: a) Measles / Mumps / Rubella (MMR) vaccine, b) Hepatitis B virus (HBV) vaccine or declination statement, c) Diphtheria-Tetanus, and d) Varicella titer (Chickenpox). Please refer to the University form entitled “Immunization Record” (see Chapter VII Appendixes), for specific information. For additional information, contact the University Student Health Services. Students must complete the “Immunization Record” form and the consent to release information, and return it to Student Health Services prior to the first day of the first semester of enrollment. A photocopy of this form must also be submitted to the School administrative assistants at the same time.

All students are required to fulfill the immunization requirements and maintain them throughout the program. Students may be required to complete additional immunizations when attending out of state fieldwork facilities or when participating in international study. Students may request exemptions from University requirements; please contact University Student Health Services for further information.

**Tuberculosis (TB) screenings** While enrolled in the School, students must undergo annual TB skin test screenings and provide photocopies of official documentation to the School verifying updated TB screenings. Screenings for TB may be obtained at the University Student Health Services. Please contact Student Health Services for further information regarding the procedure.

**CPR certification** Students are required to maintain current CPR certification while enrolled in the School. This certification must cover adult, children, and infant and include written skills testing. Only Healthcare Provider CPR certification (Recognized by the AMA) will be accepted. To ensure the appropriate certification is obtained and meets the School required timelines, the OT program offers this mandatory training at the beginning of the school year.

As CPR certification is valid for two years only, students will need to update their certification throughout the third year of enrollment. A photocopy of CPR certification, verifying completion of the course, must be provided to the School administrative assistants prior to the previous certification’s expiration date.

**First Aid certification** Students are required to maintain current First Aid certification while enrolled in the School. To ensure the appropriate certification is obtained and meets the School required timelines, the OT program offers this mandatory training at the beginning of the school year.

As First Aid certification is valid for three years. A photocopy of First Aid certification verifying completion of the course must be provided to the School administrative assistants.

### **Grievance Process**

When a student has a general concern or problem related to his or her professional education or academic standing, the following procedures should be followed:

- 1) Discuss the concern or problem with the appropriate faculty member. If the concern or problem is not resolved, then;
- 2) Contact your assigned School advisor. If the concern or problem is still not resolved or if your advisor is also the course faculty member, then;
- 3) Contact the School Program Director. If the concern or problem is still not resolved, then;
- 4) The School Program Director will refer the concern or problem to the School of OT faculty. The student will be requested to present the concern or problem to the School faculty, who will then make a final decision regarding the concern or problem.

If a concern or problem is related to the student's academic standing and is not resolved after following the above steps, the student may prepare a verbal appeal to the School of OT Standards and Appeals Committee.

### **School of OT Standard and Appeals Committee**

Students should consider that, in general, all rulings of the School of OT faculty are final and may only be appealed if the student can show that: (a) there was an error in procedure by the School faculty; or (b) new evidence is available that was not considered at the time of the initial decision regarding the student's academic standing and could have affected the decision by the School faculty. All requests for appeals shall be submitted in writing to the School of OT Program Director who will submit the request to the School of OT Standards and Appeals Committee within 10 working days of receipt.

Membership of the School of OT Standards and Appeals Committee consists of seven members, five of whom are standing members and two selected on a case-by-case basis. The standing members will be appointed annually by the School faculty and will include: (a) one faculty member from the School, (b) one occupational therapist from the community; and (c) three students from the School, one student from each class year. (Note: For each specific case brought before the School of OT Standards and Appeals Committee, only one student among the three standing student appointees will serve as a committee member and he or she shall not be from the same class as the student who requested the appeal.) Of the two members selected on a case-by-case basis, one will be chosen from the Pacific University faculty at large and one from the Pacific University student body at large, excluding School faculty and students.

It is the student's responsibility to present her or his case to the School of OT Standards and Appeals Committee for review. If, during the review by this

Committee, the student can clearly show that there has been a procedural error and/or there is new evidence (see above), then the Committee will hear and rule on the appeal. If the Committee chooses not to hear the appeal, the decision of the School of OT faculty will stand. In the event that the School of OT Standards and Appeals Committee accepts to hear the student's appeal, the School of OT Program Director shall inform the student of the appeal process and options, including the student's right to an advisor or advocate. Any non-attorney member of the University community may serve as the student's advisor or advocate. Students are responsible for presenting their appeal; therefore, advisors or advocates may not participate directly in the appeal hearing.

All hearings shall be conducted in private and shall remain confidential. Students may present witnesses and evidence. There shall be a single verbatim record of the appeal. The record shall be the property of the University. The School of OT Program Director is responsible for ensuring that policy and procedures are followed. The School of OT Standards and Appeals Committee decisions are determined by majority vote and all members of the School Standards and Appeals Committee must be present for a hearing to take place.

Decisions or rulings made by the School Standards and Appeals Committee may be appealed by the student to the University, or College of Health Professions (whichever of the two applies at time of appeal) Standards and Appeals Board (see *Pacific University Catalog* for further information).

### **Privacy Rights of Students**

Students should be aware of the University's policy of Privacy Rights of Students which states that: "No one outside the institution shall have access to nor will the institution disclose any information from any students' education records without the written consent of students ..." (from the *Pacific University Catalog*). Students should read the complete information regarding the University's Privacy Rights of Students as found in the *Pacific University Catalog* and *Pacific Stuff*.

Educational records refer to: a) the records and information contained in each student's file in the School office, and b) anecdotal information that a faculty or staff member may possess regarding a student's academic standing or performance which may include, but is not limited to, a student's knowledge, skills and attributes. Note: Refer to section entitled "Academic Standing" for further clarification regarding what constitutes a student's academic performance.

In accordance with University policy, the School may not release any records or information regarding a student's academic performance without the expressed written consent of the student. For example, unless written permission is provided by a student, faculty and staff members may not provide recommendations for scholarships, consult with fieldwork educators, or provide written or verbal employment references. Thus, in order to facilitate a student's academic performance, it is necessary for the School to have student's written consent to release such information. Each student will be requested to sign, as appropriate, the form entitled "Consent For Release of Information" (see Chapter VII Appendixes). Each student shall receive a copy of the completed form for his

or her personal records. As appropriate, a student may submit written notification to the School that he or she no longer wishes the consent for release of information to remain in effect. To do so, the student should specify that he or she no longer wishes the consent to remain in effect.

In contrast to the University policy, the School will not release directory information (i.e., a student's address and telephone number) to any inquiring party except to either School alumni or other occupational therapy or professional colleagues. Note: If a student does not wish the University or the School to release such information, he or she should contact the Registrar's office to fill out the appropriate form. If this is the case, the student should also inform the School of his or her decision. Please refer to the online *Pacific University Catalog* and *Pacific Stuff* for further information.

Staff and faculty offices within the School are considered personal spaces and should be treated as such. To ensure the confidentiality of student records, students may not enter staff or faculty offices unless acknowledged by a staff or faculty member.

### **Transportation**

All students are responsible for their own transportation, as required for community and fieldwork experiences. While the School will attempt to consider an individual's needs regarding transportation, in many circumstances this may not be possible. Further, if a student experiences difficulty arriving at and departing from community and fieldwork experiences on a timely basis, the result may be academic warning, probation, or dismissal. Students are strongly encouraged to use alternate means of transportation. The Health Professions Campus has secure bicycle storage and students receive a discount on the tri-met bus/rail pass.