



Master of Science  
in Athletic Training  
UNIVERSITY *of* WEST FLORIDA

THE UNIVERSITY OF WEST FLORIDA  
MASTER OF SCIENCE IN ATHLETIC TRAINING  
STUDENT HANDBOOK

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## **INTRODUCTION**

Congratulations on your acceptance into the University of West Florida Master of Science in Athletic Training (MSAT) in the Usha Kundu, MD College of Health. As an athletic training student, you are embarking on a journey towards a rewarding career in athletic training. Over the course of the next two years, you will be exposed educational content and hands-on experiences to help you thrive as a healthcare professional.

A certified athletic trainer must be knowledgeable in all the domains of practice including prevention of athletic injuries; recognition, evaluation, and assessment; immediate care of injuries, treatment, rehabilitation, and reconditioning; organization and administration; and professional development and responsibility. You will be able to use this knowledge to provide medical care to physically active individuals of all ages in settings such as the secondary schools, college and university athletic departments, physician offices, and professional sports.

Take a moment to review the following policies and procedures that will serve as your guide during your time in the UWF MSAT. We will review the document every year at orientation but please don't hesitate to contact me if you have any questions.

Best of luck!

Brian Smith, DHSc, LAT, SCAT, ATC  
Clinical Assistant Professor, Program Director  
Master of Science in Athletic Training  
Department of Movement Sciences and Health

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## **PROGRAM OVERVIEW**

The Master of Science in Athletic Training (MSAT) Program offers quality classroom, clinical, hybrid, and online instruction designed to prepare students to become certified athletic trainers who specialize in injury and illness prevention, assessment, treatment, and rehabilitation for physically active people. This approach provides the students with the necessary knowledge and skills required to perform as a competent healthcare provider upon graduation and successful completion of the Board of Certification (BOC) examination. Students will gain hands-on skills during clinical education experiences at settings such as Andrews Institute for Orthopaedics & Sports Medicine, doctor's offices, and high schools in both Escambia and Santa Rosa counties as well as a 16-week clinical immersion.

Classroom instruction involves quality interaction with BOC Certified Athletic Trainers, physicians (orthopedic, family practice, internal medicine), and other healthcare providers (physical therapists, occupational therapists, massage therapists, exercise physiologists) in order to provide the most current medical information related to athletic training. The clinical education component provides important hands-on experience in a variety of clinical education settings: intercollegiate athletics at UWF, area high schools, professional teams, and sports medicine clinics. The students' clinical education is specifically designed to reinforce and apply the concepts that are addressed in the classroom component.

Students graduating from this program meet the requirements for the Board of Certification (BOC) Examination and athletic training state licensure/certification in Florida (as well as other states). The program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE).

## **MISSION STATEMENT**

The Master of Science in Athletic Training Program reflects the mission of the University of West Florida, the Usha Kundu, MD College of Health, and the Department of Movement Sciences and Health. The mission of the MSAT Program is to prepare patient-centered clinicians who utilize current evidence and ethical reasoning abilities utilizing high-impact practices and diverse clinical experiences that foster community engagement with a variety of professionals.

## **PROGRAM STUDENT LEARNING OUTCOMES (SLOS)**

The athletic training students' professional preparation is based on the development of current knowledge, skills, and abilities, as determined by the Commission (2020 Curricular Content Standards 54-94). The knowledge and skills identified in the Standards consist of six core competencies and four patient/client care content areas:

- Core Competencies
  - Patient-Centered Care
  - Interprofessional Practice and Interprofessional Education
  - Evidence-Based Practice
  - Quality Improvement
  - Health Care Informatics
  - Professionalism

- Patient/Client Care
  - Care Plan
  - Examination, Diagnosis, and Intervention
  - Prevention, Health Promotion, and Wellness
  - Health Care Administration

### **PROGRAM OUTCOMES**

Graduates from the Master of Science in Athletic Training Program should be able to do the following:

1. Demonstrate procedural knowledge and skills related to best practices in patient-centered care.
2. Formulate a comprehensive plan to coordinate administrative services.
3. Collaborate with other healthcare and wellness professionals throughout the continuum of patient care.
4. Advocate for a variety of social determinants of health through clinical experiences and community engagement.
5. Incorporate evidence-based practice and quality improvement processes into clinical decision making.
6. Critically appraise literature to inform clinical practice.
7. Utilize behaviors that are ethical and compliant with professional practice.

## **NATIONAL ATHLETIC TRAINERS' ASSOCIATION CODE OF ETHICS**

<https://www.nata.org/membership/about-membership/member-resources/code-of-ethics>

### **Preamble**

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession. The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

### **1. MEMBERS SHALL PRACTICE WITH COMPASSION, RESPECTING THE RIGHTS, WELFARE, AND DIGNITY OF OTHERS**

1.1 Members shall render quality patient care regardless of the patient's race, religion, age, sex, ethnic or national origin, disability, health status, socioeconomic status, sexual orientation, or gender identity.

1.2. Member's duty to the patient is the first concern, and therefore members are obligated to place the welfare and long-term well-being of their patient above other groups and their own self-interest, to provide competent care in all decisions, and advocate for the best medical interest and safety of their patient at all times as delineated by professional statements and best practices.

1.3. Members shall preserve the confidentiality of privileged information and shall not release or otherwise publish in any form, including social media, such information to a third party not involved in the patient's care without a release unless required by law.

### **2. MEMBERS SHALL COMPLY WITH THE LAWS AND REGULATIONS GOVERNING THE PRACTICE OF ATHLETIC TRAINING, NATIONAL ATHLETIC TRAINERS' ASSOCIATION (NATA) MEMBERSHIP STANDARDS, AND THE NATA CODE OF ETHICS**

2.1. Members shall comply with applicable local, state, federal laws, and any state athletic training practice acts.

2.2. Members shall understand and uphold all NATA Standards and the Code of Ethics.

2.3. Members shall refrain from, and report illegal or unethical practices related to athletic training.

2.4. Members shall cooperate in ethics investigations by the NATA, state professional licensing/regulatory boards, or other professional agencies governing the athletic training profession. Failure to fully cooperate in an ethics investigation is an ethical violation.

2.5. Members must not file, or encourage others to file, a frivolous ethics complaint with any organization or entity governing the athletic training profession such that the complaint is unfounded or willfully ignore facts that would disprove the allegation(s) in the complaint.

2.6. Members shall refrain from substance and alcohol abuse. For any member involved in an ethics proceeding with NATA and who, as part of that proceeding is seeking rehabilitation for substance or alcohol dependency, documentation of the completion of rehabilitation must be provided to the NATA Committee on Professional Ethics as a requisite to complete a NATA membership reinstatement or suspension process.

### **3. MEMBERS SHALL MAINTAIN AND PROMOTE HIGH STANDARDS IN THEIR PROVISION OF SERVICES**

3.1. Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity, or services.

3.2. Members shall provide only those services for which they are qualified through education or experience and which are allowed by the applicable state athletic training practice acts and other applicable regulations for athletic trainers.

3.3. Members shall provide services, make referrals, and seek compensation only for those services that are necessary and are in the best interest of the patient as delineated by professional statements and best practices.

3.4. Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge and shall complete such educational requirements necessary to continue to qualify as athletic trainers under the applicable state athletic training practice acts.

3.5. Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.

3.6. Members who are researchers or educators must maintain and promote ethical conduct in research and educational activities.

**4. MEMBERS SHALL NOT ENGAGE IN CONDUCT THAT COULD BE CONSTRUED AS A CONFLICT OF INTEREST, REFLECTS NEGATIVELY ON THE ATHLETIC TRAINING PROFESSION, OR JEOPARDIZES A PATIENT'S HEALTH AND WELL-BEING.**

4.1. Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.

4.2. All NATA members, whether current or past, shall not use the NATA logo in the endorsement of products or services, or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

4.3. Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.

4.4. Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try and influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

4.5. Members shall not provide or publish false or misleading information, photography, or any other communications in any media format, including on any social media platform, related to athletic training that negatively reflects the profession, other members of the NATA, NATA officers, and the NATA office.



## **ORGANIZATIONAL STRUCTURE**

The MSAT is housed within the Department of Movement Sciences and Health in the Usha Kundu, MD College of Health. Dr. Kelley Henderson serves as the Program Director and Dr. Chris Dake serves as the Coordinator of Clinical Education. The UWF Athletic Department and Andrews Institute have a partnership to provide athletic training services to the 15 NCAA Division II sports teams. See below for a list of administrative personnel.

### **UWF Academic Administrative**

President  
Provost  
Dean, Usha Kundu, MD College of Health  
Chair, Department of Movement Sciences and Health  
Director, Master of Science in Athletic Training Program  
Coordinator of Clinical Education  
Athletic Training Faculty  
Medical Director, MSAT

Dr. Martha Saunders  
Dr. Jaromy Kuhl  
Dr. David Bellar  
Dr. Chris Wirth  
Dr. Brian Smith  
TBD  
Dr. Chris Dake  
Dr. Josh Hackel

### **UWF Athletic Administrative**

Director of Athletics  
Senior Associate Athletic Director (SWA, Compliance)  
Senior Associate Athletic Director (Operations)

David Scott  
Meghan Barter  
Tony Nguyen, ATC

## **ADMISSION REQUIREMENTS**

Students with bachelor's degrees in any academic area can be considered for admission to the MSAT program. The requirements for admission are as follows:

1. Bachelor's degree from a regionally accredited college/university (approved degree for international students)
2. Application via ATCAS
3. Application and admission to UWF
4. A minimum of 3.00 cumulative grade point average (GPA) and a grade of C or better on all prerequisite courses. The following prerequisite coursework ("C" grade or higher) is required for admission:
  - Anatomy/Physiology with lab – 2 courses
  - Biology with Lab – 1 course
  - Physics – 1 course
  - Biomechanics – 1 course
  - Chemistry – 1 course
  - Exercise Physiology – 1 course
  - Nutrition – 1 course
  - Psychology – 1 course
  - Statistics – 1 course

The following prerequisite coursework is preferred by the department:

- Principles of Athletic Training or equivalent
  - Functional Kinesiology
5. Official transcripts from all institutions attended that include prerequisite course
  6. 50 hours of observation under a licensed and certified athletic trainer
  7. Two (2) letters of recommendation - one letter should be from a practicing athletic trainer
  8. A resume/curriculum vitae
  9. Letter of interest in AT and the MSAT program at UWF

## **TRANSFER STUDENT POLICY**

All courses in the professional program must be taken at the University of West Florida unless prior permission is received from the Program Director. Each course will be reviewed on an individual basis and no more than 6 credits may be accepted for credit.

## **TECHNICAL STANDARDS**

The Master of Science in Athletic Training (MSAT) at the University of West Florida is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. The program will prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the MSAT establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). The following abilities and expectations must be met by all students seeking admission into the MSAT. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program. Compliance with the program's technical standards does not guarantee a student's eligibility for the BOC certification exam.

Candidates for selection to the MSAT must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm;
2. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients;
3. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice;
4. The ability to record the physical examination results and a treatment plan clearly and accurately;
5. The capacity to maintain composure and continue to function well during periods of high stress;
6. The perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced;
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations;
8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection to the MSAT will be required to verify they understand and meet these technical standards or that they believe that, with certain reasonable accommodations, they can meet the standards. The University of West Florida Student Accessibility Resources will coordinate reasonable accommodations for a student with a documented disability that does not fundamentally alter the program's essential or technical standards. Reasonable accommodation will be determined through an interactive process between the student, Student Accessibility Resources staff, and the MSAT faculty and this may include a review of whether the accommodations requested are reasonable, taking into account whether the accommodation would jeopardize clinician/patient safety, or the educational process of the student or the

institution, including all coursework, clinical experiences and internships deemed essential to graduation. Students should contact Student Accessibility Resources (phone #850.474.2387, or [uwf.edu/sar](http://uwf.edu/sar)) for information on how to request reasonable accommodations for this program.

**Statement for students NOT requesting accommodations**

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Alternative statement for student requesting accommodations**

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain reasonable accommodations. I will contact UWF Student Accessibility Resources to determine what reasonable accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MASTER OF SCIENCE IN ATHLETIC TRAINING CURRICULUM MAP**

**First Year**

**Second Year**

<b>Summer Semester I</b>		<b>Summer Semester IV</b>	
ATR 5105C Advanced Principles of Athletic Training	3	ATR 6425 Pharmacology and Diagnostic Imaging in Athletic Training	2
ATR 5120C Anatomical Basis of Clinical Practice in Sports Management	2	ATR 5435 General Medical Conditions in the Athlete	3
ATR 5115C Management of Medical Emergencies in Athletic Training	3		
<b>Total 8</b>		<b>Total 5</b>	
<b>Fall Semester II</b>		<b>Fall Semester V</b>	
ATR 5217C Orthopedic Assessment I	3	ATR 6835 Athletic Training Clinical Experience III	6
ATR 6305C Therapeutic Modalities in Athletic Training	3		
ATR 5815C Athletic Training Clinical Experience I	3		
<b>Total 9</b>		<b>Total 6</b>	
<b>Spring Semester III</b>		<b>Spring Semester VI</b>	
ATR 5218C Orthopedic Assessment II	3	ATR 6845 Athletic Training Clinical Experience IV	3
ATR 6316C Rehabilitation Techniques in Athletic Training	3	ATR 6621 Research in Athletic Training II	3
ATR 5825C Athletic Training Clinical Experience II	3	ATR 6517 Administration and Professionalism in Athletic Training	3
ATR 6620 Research in Athletic Training I	3		
<b>Total 12</b>		<b>Total 9</b>	

## **PROGRAM PROGRESSION AND RETENTION**

To matriculate through the MSAT program, students must earn a grade of “B” or better in all courses. Any course grade below this may require remediation or a course retake which will delay progression through the MSAT program and graduation. Any course grade below a “C” will be considered a failure. A student will not be able to advance in the curricular sequence until the course is successfully repeated at a B or better. The MSAT Program will follow the UKCOH Dismissal Policy outlined in Appendix A for both Academic and Behavioral Performance. Additionally, students must follow all UWF Graduate School and UWF MSAT program policies outlined in the UWF MSAT Student Handbook.

## **ACADEMIC CALENDAR AND ACADEMIC CATALOG**

The Office of Registrar creates and distributes the Academic Calendar for the University of West Florida. This calendar displays all important dates including registration dates, academic deadlines, and University holidays. Please refer to this calendar for important dates about withdrawals, waitlists, application, and fee payment deadlines. The full academic calendar can be found on the Office of Registrar website found at the link below:

<https://uwf.edu/offices/registrar/resources/academic-dates-and-deadlines/>

The UWF Graduate Academic Catalog reflects the most current curriculum plans and educational requirements for each academic and degree program. Students should refer to the Academic Catalog to understand curriculum and educational requirements specific to the MSAT. For more information regarding the Academic Catalog, visit <https://catalog.uwf.edu/graduate/>

## **PROGRAM COSTS, TUITION, AND SCHOLARSHIP OPPORTUNITIES**

UWF tuition and fees are assessed per credit hour according to campus location, residency status, and level of course. Be advised that some online degree programs may have different pricing or tuition rates. Please refer to the Graduate School Tuition & Fees page to see current rates of tuition and fees found at the following link (<https://uwf.edu/graduate/tuition-funding/tuition--fees/>). While most of the costs for equipment, lab supplies, and learning materials are covered through student tuition and fees, there are additional costs that are the financial obligation of the students enrolled in the UWF MSAT. The summary below is neither exhaustive nor exclusive to all student financial obligations:

1. UWF Application Fee – \$30
2. Castlebranch Package (background, drug, and eLearning) - \$180.99 (price could vary based on previous background screening)
3. CPR – \$65 (to be completed during the first summer semester)
4. Immunizations – will vary based on student’s health insurance
5. Annual PPD/TB Skin Test - \$15-\$25
6. Typhon Student Membership - \$100 (one-time fee)
7. NATA Membership – \$89
8. Clothing – UWF AT polos (price varies)
9. AT Kit and Supplies - \$154.99 (price if purchased in UWF Bookstore)
10. Transportation – Varies based on clinical experience placement and location

The MSAT does not provide any form of work-study, student employment or scholarship funding. The athletic training students have the same equal access to these resources as any other UWF student. Students may be eligible for state/federal funds in the form of academic scholarships, work-study, Pell Grants, subsidized/unsubsidized student loans, and other forms of financial assistance. There is no fee for applying for financial aid. Contact the Office of Student Financial Aid and Scholarships (<http://uwf.edu/finaid/>) for additional information on financial assistance.

The following professional organizations provide scholarships/monies specifically for students in athletic training programs:

Organization	Website
National Athletic Trainers' Association (NATA)	<a href="http://www.natafoundation.org/scholarship">www.natafoundation.org/scholarship</a>
Southeast Athletic Trainers' Association (SEATA)	<a href="http://www.seata.org">www.seata.org</a>
Athletic Trainers' Association of Florida (ATAF)	<a href="http://www.ataf.org">www.ataf.org</a>

### **REFUND, REPAYMENT, AND WITHDRAWAL POLICY**

The MSAT follows all policies and procedures set forth by the Office of Financial Aid and Scholarships at the University of West Florida. More information about refund and repayment policies may also be found at the following link: <https://uwf.edu/offices/financial-aid/general-information/refund-repayment-policy/>.

### **DEGREE REQUIREMENTS**

To graduate from the UWF MSAT, the following conditions must be met:

1. Candidates must complete a minimum of 49 credits (as designated in the curriculum map) to fulfill degree requirements.
2. All requirements must be completed within two years of initial acceptance.
3. An overall grade point average of 3.0 is required for graduation, and all classes must be completed with a grade of C or better.

All degree requirements must be complete by the last day of the semester for which the graduation application is submitted. Students whose Graduation Application is denied for any reason or do not meet the requirements for graduation must submit a new application for the semester in which the requirements are met.

### **GOOD STANDING STATUS**

A student must be in good standing to receive a UWF degree. Accordingly, any student who is subject to suspension or probation for scholastic or disciplinary reasons will not graduate until the conditions of suspension or probation have been satisfied.

For a more detailed breakdown of general graduate degree requirements please visit the following link: <https://catalog.uwf.edu/graduate/academicpolicies/degree requirements/>

### **ACADEMIC RESPONSIBILITY**

The Master of Science in Athletic Training Program is dedicated to upholding the highest standard of academic integrity and academic responsibility. Academic integrity is closely aligned with professional and moral responsibilities as a professional athletic trainer, and it is expected of each student to uphold these principles in their academic study and practice. (More information about

expectations of Professional Conduct and the NATA Code of Ethics can be found on pages 16-17 of this handbook). In addition, the Master of Science in Athletic Training Program adheres to all University sanctioned policies and procedures regarding academic misconduct in UWF Regulation 3.030. To view the full academic misconduct policy visit: <https://uwf.edu/academic-affairs/resources/policies-procedures-resources/>

### **PROFESSIONAL CONDUCT**

Students are expected to always maintain the highest standards of professional and academic integrity. Students are subject to dismissal from the MSAT for committing one or more of the following infractions:

- A student whose personal integrity, health or behaviors demonstrate unfitness to continue may be dismissed from the program or withdrawn from a given course; students considered by faculty member(s) to be unsafe practitioners will be dismissed from the program.
- Failure to follow established policies/procedures at the clinical site.
- Insubordination to supervisors and/or other professional staff at the clinical site
- Failure to complete tasks.
- Unexcused absences/tardiness.
- Inappropriate verbal/physical conduct towards the athlete/patient.
- Use of illegal substances or inappropriate use of prescription medications
- Criminal prosecution for a felony and/or misdemeanor offense (as outlined in the Florida statutes/laws/regulations for Athletic Trainers).
- Violation of HIPAA federal law
- Failure to follow code of conduct for UWF Students, the policies included in this handbook, and/or the NATA Code of Ethics.
- Or any other infractions as identified by your preceptor, faculty, or other supervisor.

**CLINICAL DISMISSAL POLICY:** Any student who is dismissed from a clinical site for inappropriate conduct will not be re-assigned to another clinical site for the remainder of the semester. This has potential to impact the student's grade in the respective clinical education course. If a student is dismissed, then the Program Director will initiate a formal review process. The MSAT Program will follow the UKCOH Dismissal Policy outlined in Appendix A for both Academic and Behavioral Performance. Any student who is dismissed from a clinical site may be suspended and or removed from the program depending on the nature of inappropriate conduct.

### **STUDENT GRIEVANCE PROCEDURE AND POLICIES**

In accordance with the University of West Florida Student Handbook, the MSAT Program adheres to the student grievance policies set forth by the University. The Student Grade Appeal Process (Policy Number AC-16.02-01/14) and the Student Grievance Process (Policy Number SA-27.02-0217) can be found here: <https://confluence.uwf.edu/display/UP/Student+Grievance+Process>

### **UNIVERSITY EQUAL OPPORTUNITY/NON-DISCRIMINATION POLICY**

UWF does not tolerate discrimination, harassment, and retaliation, as described in this policy, in the workplace or educational environment.

- Discrimination and harassment by any member of the University community against any other member of the University community on the basis of the individual's age, color,



gender, sex, sexual orientation, gender identity, disability, marital status, national origin, race, religion, or veteran status is prohibited.

- Retaliation, as described in this policy, by any member of the University community against any other member of the University community is prohibited.

It is the policy of the MSAT Program to extend these principles to applicants and current students and to observe the policy as it relates to the clinical setting, including preceptors, patients, staff, and coaches. To view the policy in full, please visit

<https://confluence.uwf.edu/display/UP/Prohibition+of+Discrimination%2C+Harassment+and+Retaliation>

### **HIPAA/FERPA COMPLIANCE**

Athletic training students must complete applicable HIPAA and/or FERPA training administered through UWF and/or the respective clinical site prior to any clinical education rotations. Information in the offices at any clinical site is confidential and may not be divulged to anyone except the person who owns the information, those faculty, staff, or administrators who have need to know, and those individuals or agencies who fulfill the requirements under the Federal Educational Rights and Privacy Act of 1974, as amended (FERPA) and the federally mandated Health Information Portability and Accountability Act (HIPAA). All students must comply with all HIPAA and FERPA policies and procedures, as implemented by the affiliate.

### **IMMUNIZATION REQUIREMENTS**

UWF, in compliance with Florida Statute (1006.69) and Florida Board of Governors Regulations (6.001 & 6.007), requires the completed UWF Mandatory Immunization Health History Form to be completed as a prerequisite to matriculation or registration. This form and supporting documentation are submitted through the Immunization Status App in MyUWF. Immunizations required include Measles, Mumps, & Rubella (MMR), Meningitis, and Hepatitis B. For more information regarding these immunizations visit the following link:

<https://uwf.edu/academic-engagement-and-student-affairs/departments/student-health-services/immunizations/immunization-faqs/>

*\*Please see the Immunization section under Clinical Education for additional immunization requirements for athletic training clinical experiences.*

### **CPR CERTIFICATION**

Per requirements of the Board of Certification (BOC), students must be certified in Emergency Cardiac Care (ECC) at all times while in the program. This certification is part of ATR 5115C Management of Medical Emergencies and will be current for 2 years.

### **SOCIAL MEDIA POLICY**

Posting of personal information or material of a sensitive or potentially damaging nature on any social networking site (i.e. Facebook, Twitter, Instagram, YouTube, etc.) is strongly discouraged. Furthermore, it is highly discouraged to connect with athletes/patients that you are currently working with professionally since such connections can lessen the educational value of the clinical rotations. Social media may be a source of a HIPAA and/or FERPA violation so all individuals pictured need to sign a written consent allowing for publication of any picture. In addition, any misrepresentation of the MSAT, the Department of Movement Sciences and Health, or the University of West Florida in text, photo or video format is strictly prohibited. The failure to abide by the

behaviors outlined in the NATA Code of Ethics and Professional Conduct Policy as it relates to social media may result in dismissal from the MSAT and/or other disciplinary action.

**PROFESSIONAL LIABILITY INSURANCE**

Students in the MSAT Program are covered by a blanket liability insurance policy provided by the University of West Florida at no additional cost to the student. This policy provides coverage to students during coursework and assigned clinical fieldwork. This policy does not cover activities outside those required and assigned by the MSAT (e.g., “extra events” such as high school state tournaments). Students should secure their own personal liability policy for these activities.

## **CLINICAL EDUCATION OVERVIEW:**

The clinical education component of the UWF Master of Science in Athletic Training allows students the opportunity to apply and master skills that have been taught and evaluated during didactic courses to progress toward autonomous clinical practice. Students are assigned to an athletic training clinical experience during each clinical education course as well as part of ATR 5435 General Medical Conditions in the Athlete. These clinical experiences will provide each student with exposure to populations (per CAATE Standard 17):

- throughout the lifespan (for example, pediatric, adult, elderly),
- of different sexes,
- with different socioeconomic statuses,
- of varying levels of activity and athletic ability (for example, competitive and recreational, individual and team activities, high- and low-intensity activities),
- who participate in non-sport activities (for example, participants in military, industrial, occupational, leisure activities, performing arts).

Students will also gain experience with patients with a variety of health conditions commonly seen in athletic training practice (per CAATE Standard 18). Based on each rotation and student experience, there may be times when simulation or other patient-based education opportunities will take the place of real patient interactions.

Although all students will have specific required clinical experiences and assessments for each clinical course, the clinical experience should emphasize cooperative and collaborative learning among students as well as directed practical applications from a certified athletic trainer or other health care provider. Additionally, the clinical education component allows students to experience various athletic training settings and healthcare professionals, and as a result, to be better acquainted with potential future career paths.

## **BACKGROUND CHECKS**

Background checks are required for placement at most clinical education sites and must be completed prior to August of the first year in the program. Information regarding how to obtain your background screen will be provided at the beginning of the summer semester. Other clearance items needed for Baptist Hospital which includes Andrews Institute, UWF, and most Escambia and Santa Rosa schools access can be found in Castlebranch. A student with information of a concern may not be accepted by the clinical site to which they may be assigned and may be required to submit further documentation.

## **DRUG TESTING POLICY**

UWF MSAT students will be required to obtain a 10-panel urine drug screen prior to beginning clinical rotations in the fall semester. The Usha Kundu, MD College of Health maintains affiliation agreements with many health care institutions for student clinical training experiences. Students may be required to undergo further drug screening, at the request of these institutions, prior to entering the facility for training.

## **IMMUNIZATIONS**

All immunizations as previously outlined must be maintained throughout the program and available

to provide to clinical site as requested. Immunizations will be uploaded through the Castlebranch system. Other requirements for immunization include but are not limited to:

- Tuberculosis (TB) test - this test can be obtained at Student Health Services and must be completed prior to beginning clinical education rotations and on an annual basis while enrolled in the MSAT.
- Influenza - Clinical sites may require an annual influenza vaccine which can be obtained through Student Health Services and evidence provided to clinical sites as requested.

### **CLINICAL EDUCATION ORIENTATION**

Prior to each semester, students will be assigned to a preceptor at a clinical site. During initial contact with the assigned preceptor, each student is required to complete a site-specific orientation – the orientation sheet will be provided by the CCE. This orientation must be completed within the first week of clinical rotations and should be submitted to the Coordinator of Clinical Education upon completion. The following information should also be included in the orientation:

1. Start date of rotation
2. Normal clinical site hours of operation
3. Expectations for the upcoming semester
4. Expectation of student time commitment
5. Expectations during UWF or clinical site closures (e.g. holiday, weather)
6. Policies and procedures of the specific clinical site
7. Directions and important phone numbers including communication expectations.

It is the responsibility of the student and preceptor to review all athletic training student responsibilities at the start of the clinical rotation. Students should be made aware of any policies that differ from what is stated in the UWF MSAT Handbook.

### **TRANSPORTATION AND COST**

Due to the unique nature of this academic program, students are required to participate in clinical education experiences during each semester with a required number of hours at clinical sites in the surrounding area. Travel to athletic training clinical experiences and related clothing costs associated with these experiences will be the responsibility of the student throughout the duration of the program. All living and travel expenses related to the immersion athletic training clinical experience, if not completed in the local area, will be the responsibility of the student.

### **CLINICAL EDUCATION PLAN**

All athletic training students are required to participate in athletic training clinical experiences over a four-semester period (fall/spring/fall/spring) including an immersive clinical experience in the second summer semester (see below for more information). During each semester, the student will be assigned to various preceptors (athletic trainers who are state credentialed, certified, and in good standing with the Board of Certification or physicians). The preceptors are employed in a variety of settings (University of West Florida Department of Intercollegiate Athletics; sports medicine outreach programs; hospitals; physician clinics; rehabilitation clinics; professional athletic teams; etc.). Students are assigned at the beginning of each semester to various preceptors depending on level of experience (first year or second year) in the MSAT program.

**CLINICAL EDUCATION WORKLOAD AND POLICIES**

The MSAT is a graduate professional program that serves to prepare students to become healthcare professionals. Through a logical progression moving toward autonomous AT practice upon graduation, MSAT students are expected to fulfill all time commitments associated with coursework, clinical experiences, and supplemental clinical experiences. Each student’s academic standing will be monitored as well as their time in clinical experiences, and if academic standing becomes of concern, appropriate strategies for improvement will be created. If a student feels burned out (signs and symptoms discussed during initial program orientation), please contact the program director or coordinator of clinical education as soon as possible.

Each student must complete all course requirements in the following athletic training clinical courses and earn at letter grade of at least a B to graduate from the Master of Science in Athletic Training Program:

- ATR 5815C – Athletic Training Clinical I
- ATR 5825C – Athletic Training Clinical II
- ATR 6835– Athletic Training Clinical III
- ATR 6845– Athletic Training Clinical IV

**Time Commitment Expectations per Semester (in accordance with CAATE Standard 13)**

	Semester	Days per Week	Clinical Site	Minimum	Maximum
ATR 5815C (3 credits)	Fall 1*	3-4	Secondary school/University/College	270	375
ATR 5825C (3 credits)	Spring 1	4-6	Secondary school/University/College/Rehabilitation Clinic	270	375
ATR 6835 (6 credits)	Fall 2*	5-6	Varies based on student – immersion rotation	540	900
ATR 6845 (3 credits)	Spring 2	4-6	Professional sport/Secondary school/University/College/physician clinic	270	375
<b>TOTAL</b>				<b>1350</b>	<b>2025</b>

\*possible to have 22 weeks of clinical education with preseason experience

The following guidelines may be used for athletic training clinical experiences as well as information listed above:

- The actual hours will be determined by the clinical education site and is based on availability of the preceptor, schedule of the clinical education site, and learning experience provided by that site. Preceptors are expected to schedule students during times when learning is most likely to occur, including pre and post season if applicable.
- Schedules should be made 1-2 weeks (when possible) in advance in anticipation of the schedule at the clinical site.
- Preceptors are required to limit scheduled participation to allow for at least one day off each week.
- Preceptors are permitted to adjust the schedule based on a student’s request, but the assigned schedule should not be based on a student’s outside personal activities, or other employment.
- Students are expected to maintain weekly hours throughout the entire semester even if their minimum hour requirement has been fulfilled prior to the end of the semester.

- Students who do not participate in clinical education for the entirety of the semester without prior arrangements or excused absence) will fail that portion of the clinical grade.

**Volunteering for athletic training experiences outside of the academic calendar year can be an opportunity to experience the totality of the demands of the athletic training profession. Students are encouraged to take advantage of these learning experiences as they arise and should follow all policies and procedures outlined in the handbook.**

### **IMMERSION ROTATION – AT CLINICAL EXPERIENCE III**

The immersive experience will take place during the fall (fifth semester) of the students' second year. Immersive experiences can be completed locally in Pensacola or at any other clinical site across the country. The placement of students in an immersive experience will involve student, faculty, and potential preceptor input to determine if the site is a proper fit and if all program requirements can be met. The only course students will be enrolled in during the immersive experience is ATR 6835 AT Clinical Experience III. The immersive experiences will meet all program requirements and allow full-time experience and participation in the day-to-day role of an athletic trainer.

- The experience will be for a minimum of 16 weeks.
- The experience will include working day-to-day alongside the preceptor (supervising athletic trainer or physician).
- The experience will logically move toward supervised yet autonomous athletic training practice for the student.
- Curricular content will be evaluated by the preceptor.
- Regular meetings with program faculty will take place in person or through Zoom.

### **Other policies for students to consider for the immersion rotation:**

1. Students have access to the MSAT academic advisor through Navigate, our online system. Appointments for advising can be made over the phone, in person, or via Zoom. Advisors are also available through email and are accessible to students on campus and in remote immersion clinical.
2. Counseling and Psychological Services offer therapy services through teletherapy so students on campus and those remote for immersion clinical have access to services.
3. All currently enrolled students who pay the health fee are eligible for Student Health Services. The UWF Student Health Center is a primary care clinic, and services include women's health, STI testing/treatment, diagnosis and treatment of minor illnesses and injuries, immunizations, health education, and prevention. In the state of Florida, providers are only allowed to do telehealth appointments for those located in the state of Florida, so they are not able to use telehealth for students that are not physically located in the state. Students would be able to obtain a telehealth visit with a physician through their personal health insurance for free or for a minimal co-pay based on the provider.
4. Student Accessibility Resources staff is available through phone, email, online chat, or in-person appointments. They offer a variety of accommodations and services for students with documented disabilities.
5. Financial Aid assigns a counselor to students, so they have a direct point of contact for financial needs. Students can contact the office and/or their respective advisor over the phone, email, or online chat.

### **ABSENCE FOR CLINICAL EDUCATION SITE**

Absence from a clinical education site is discouraged unless you are sick, or another exceptional circumstance arises (e.g. death in the family). If a student cannot attend a **pre-scheduled** activity involved with the clinical education experience to which they are assigned, they need to complete the *Request for Time-Off* form and submit it to their course instructor(s) and preceptor. All requests must be submitted one week before the requested date and approved by the ATs primary supervising preceptor at their clinical site and the clinical education coordinator. ATs are expected to be available for all aspects of their clinical education assignment.

### **EMPLOYMENT CONFLICTS WITH CLINICAL EDUCATION**

The clinical education component is a vital aspect of the overall education process for the athletic training student. The clinical setting provides each student a unique opportunity to practice and apply those skills that have been taught and learned in the formal classroom setting.

All aspects of clinical education during each semester ***will take priority*** over outside employment opportunities for each student. For this reason, students *are not* encouraged to take outside jobs. Since clinical rotations may occur at different sites with different schedules from rotation to rotation, part-time jobs are not practical during this phase of training. The athletic training faculty/staff will make every effort to provide advance scheduling of rotation assignments on a semester basis.

### **CLINICAL EVALUATIONS**

Clinical evaluations will provide the athletic training student and the preceptor with the opportunity to provide feedback regarding the athletic training student's performance as well as the overall experience at each rotation. Students and preceptors will complete evaluations at mid-semester and at the end of the semester on each other and students will complete evaluations of the clinical site at the end of each semester. The preceptor evaluation of the athletic training student is specific to professional behaviors, clinical skills, and the ability for the athletic training student to apply classroom knowledge in the clinical setting. Once the evaluation is completed, both the athletic training student and the preceptor will discuss and sign the evaluation. Athletic training students will also evaluate the preceptor and the clinical site and the preceptor. Evaluations are linked to each clinical education course and specific requirements can be found in the respective syllabi.

### **TYPHON GROUP**

The UWF MSAT utilizes Typhon Group (<https://www.typhongroup.net/>) for student clinical tracking including hours, patient encounters, and clinical education. Each student will need to purchase a one-time student system license for \$90. This license will give each student access to Typhon for the entirety of their time in the UWF MSAT. The license must be purchased prior to beginning clinicals in the first fall semester. A student in-service will be offered at the end of the summer semester and should be attended by all MSAT students.

### **PROFESSIONALISM**

Students in MSAT will be subjected to disciplinary action for behavior deemed "unprofessional" by either the UWF Faculty/Staff or assigned preceptor. **Unprofessional behavior includes but is not limited to tardiness/unexcused absences, conduct, and dress & professional appearance.** Policies concerning disciplinary action will be discussed and reviewed with the students at the beginning of each semester. Please see Professional Conduct for more information.

## **CLINICAL EDUCATION DRESS CODE**

All athletic training students are required to be dressed in appropriate clothing during all clinical education experiences. Dress and professional appearance standards have been established to allow easy recognition by coaches, athletes, patients, peers, and preceptors. Additionally, the student is representing the university, the athletic training program, and their future profession.

Any student who does not follow the dress and professional appearance standards for this program will not be allowed to participate in the athletic training clinical site for that day. Additionally, a dismissal from the athletic training clinical site by the preceptor for inappropriate dress and/or professional appearance will be regarded as an unexcused absence from the clinical site. Dismissal from a clinical site due to a violation of the established dress and professional appearance will negatively affect a student's final grade in the athletic training clinical course. Additionally, continual dismissals from a clinical site may result in suspension or dismissal from the MSAT. The following is an outline for all athletic training students to adhere to during athletic training clinical assignments:

- A minimum of a collared shirt, khaki/golf pants, and closed toed shoes for games.
- Practice attire will be based on setting and preceptor guidance.
- If wearing any attire with a logo, only UWF or current clinical site logos may be visible.
- Your UWF ID badge must be worn at all times and clearly visible during any aspect of the clinical education component of this program (if wearing a jacket or sweater then the name badge must be worn on the outside). You will receive a badge holder prior to clinical education courses. Also, if you are placed at a Baptist Hospital clinical site, you will need to have your Baptist badge displayed on your upper torso.

Personal hygiene and clean-cut grooming are essential for health care providers. ATs should always maintain a neat and professional appearance during academic class meetings and clinical rotations. The appearance of the ATS should not distract from the professional image they are trying to develop. Extremes of appearance are to be avoided during academic class meetings and clinical education experiences. Remember, how you look, and dress is not only a reflection on you, but on the entire ATP and UWF. Untidiness or sloppiness will not be tolerated during academic class meetings and the clinical education experiences. The following is expected:

- Appropriate grooming
- Earrings should be small and should not hang from any visible body part. Furthermore, no body piercings should be "visible" through a student's outwear at any time (classroom or clinical)
- Facial hair will only be permitted if it appears professional and well-kept
- Fingernails should not be excessive and not interfere with a student providing simulated or actual patient care. Fingernails should also not draw attention with excessive length or colors. Acrylic nails are not permitted due to the increased risk of spreading bacteria

## **TRAVEL**

Traveling with a sports team is a privilege and should be treated as such. Travel may only occur when invited by a preceptor and on a voluntary basis. Students may not travel alone or without the direct supervision of a preceptor. When traveling with athletic teams, the athletic training student is



a representative of UWF and is expected to adhere to all UWF policies and procedures, including dress code. Any travel that conflicts with classroom instruction must be approved by the faculty of the course and the Coordinator of Clinical Education.

### **THERAPEUTIC EQUIPMENT SAFETY**

Each clinical site is responsible for maintaining annual calibration and safety checks for all therapeutic equipment. Should the calibration lapse, students will be removed from the clinical site until safety checks and calibrations have been performed to verify safety of all therapeutic equipment. The Coordinator of Clinical Education will maintain the appropriate records. If any student becomes aware of a violation of this policy, they should immediately report it to the CCE or the Program Director.

### **RADIATION EXPOSURE POLICY**

Potential radiation exposure may occur at clinical education sites/facilities that have access to fluoroscopy, x-ray or other diagnostic imaging devices. If requested, MSAT students will have access to lead vests as well as radiation monitoring tools. Maintaining a distance of 6 feet while an imaging unit is operational may also reduce risk of exposure. All MSAT students should follow the directions of their preceptor in minimizing their exposure to radiation.

### **COMMUNICABLE DISEASE POLICY**

The purpose of this policy is to ensure the welfare of the students enrolled within this program as well as those patients you may come in contact with during your clinical experiences. It is designed to provide athletic training students, preceptors, and faculty with a plan to assist in the management of students with infectious diseases as defined by the Centers for Disease Control and Prevention (CDC). This policy was developed using the recommendations established by the CDC for health care workers ([www.cdc.gov](http://www.cdc.gov)).

#### *What are Communicable Diseases?*

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects).

#### *Guidelines for Prevention of Exposure and Infection*

1. Students must successfully complete annual Blood borne pathogens training prior to initiating formal clinical experiences.
2. Students are required to use proper hand washing techniques and practice good hygiene at all times.
3. Students are required to use universal precautions AT ALL TIMES. This applies to all clinical sites.
4. Patient care should not be performed when the athletic training student has active signs or symptoms of a communicable disease.

#### *Managing Illnesses*

1. Any student who has been exposed to a potential infection before, during, or after a clinical experience should report that exposure to their supervising preceptor immediately.

2. Any student, who demonstrates signs or symptoms of infection or disease that may place their patients at risk, should report that potential infection or disease immediately to the supervising preceptor.
3. The student is responsible for keeping their preceptor and Coordinator of Clinical Education informed of their conditions (in compliance with HIPAA) that require extended care and/or missed class or clinical time. The student may be required to provide written documentation from a physician to return to class and/or clinical site.
4. If a student feels ill enough to miss ANY class or clinical experience that student should notify the appropriate instructor or supervising preceptor immediately. Any extended absence must be supported with written documentation from a physician.

### **BLOODBORNE PATHOGENS POLICIES AND PROCEDURES**

Bloodborne pathogens infection control policies have been established at each athletic training clinical site to help safeguard patients and healthcare providers (students; personnel) from the transmission of infection between the patient and healthcare provider(s) (students; personnel) during patient care. All students must comply with the specific bloodborne pathogens infection control policy at each athletic training clinical site. It is the responsibility of each student to take an active role in learning and practicing the policies of each clinical site.

For those settings in which no formal bloodborne pathogens infection control policy has been established, the student should follow standard procedures for handling bloodborne pathogens as outlined in the Biohazard Policies and Document as defined by the UWF Department of Environmental Health and Safety (<https://uwf.edu/finance-and-administration/departments/environmental-health-and-safety/laboratories/biosafety-labs/>)

## COMPLIANCE WITH POLICIES AND REQUIREMENTS

By signing below, I \_\_\_\_\_, indicate that I have read, understand, and agree to abide by all of the policies and requirements of the University of West Florida MSAT outlined in this student handbook. My questions about these policies and requirements have been answered and I understand that the Program Director and/or Clinical Education Director can answer additional questions should they arise. This agreement is in effect for the entire academic year and must be renewed annually.

I am aware of the MSAT requirements including but not limited to:

- Background checks and 24-hour self-disclosure if arrested or charged with a crime
- Technical standards (including changes in status) and immunization compliance
- Communicable diseases and blood borne pathogen exposure
- Academic and clinical progression for graduation, retention, and good standing

I am aware of the MSAT policies about clinical experience commitments including but not limited to:

- Academic and non-academic schedule conflicts, punctuality and absenteeism, and outside employment
- Clinical experience assignments
- Hours requirements and limits
- Supervision during clinical experience and prohibition of unsupervised practice

I understand that violation of the MSAT policies or requirements carries consequences outlined in the Professional Conduct.

### Information Release

I authorize the MSAT to provide information about me including my name, likeness, demographic and educational information to their accrediting body (CAATE) as part of program reporting requirements and /or credentialing eligibility verification requirements.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Appendix A. UKCOH Dismissal Policy**

Dismissal must be clearly covered in the UWF catalog. The catalog must provide accurate and complete information regarding what actions constitute dismissal from a program.

Currently, programs with dismissal options include: BSN, RN-BSN, MSN-FNP, MLS, LMHC, and MSAT.

The UKCOH Dismissal Policy covers dismissals based on academic performance (low grades, withdrawals) and behavioral/conduct performance that do not automatically result in “Academic Suspension” or “Probation” during the end of term process.

Please note this policy has been fully approved by UKCOH Dean David Bellar (4.14.23) and UWF Assistant Registrar Krystena Keebler (4.13.23).

### **Academic Performance**

To be dismissed from a program for academic performance, the Provost’s Office requires that a “warning” should occur in a semester prior to the dismissal semester. The warning (for academic performance) must result in a standing change to “Probation” (using the Request for Change to Academic Standing form).

If the onset of a program’s violation of academic performance occurs in a student’s final semester (non-passing grade or withdrawal), an additional semester will be required (because the course was not passed). This will allow a warning and standing change to “Probation.”

If the program determines a dismissal is appropriate, use the following processes:

1. The program should provide the UKCOH Dean with the name of the student and a review of the academic performance(s) that led to dismissal (within two days after grades are due in the dismissal semester).
2. The UKCOH Dean will send a dismissal letter to the student (including the Office of the Registrar) via email and US mail (within four days after grades are due in the dismissal semester).
3. Immediately after the UKCOH Dean sends the email to the student, the UKCOH Dean’s Office will send an email to the Office of the Registrar requesting a RA hold be placed on the student record to prevent registration until the student has changed their major. The student will also be dropped from their courses if they are already registered for the following semester. Note: The hold will include the contact information for the department/school in which the dismissal occurred.
4. Once the student has changed major, the UKCOH Dean’s Office or academic advisor may request that the hold be removed.

### **Behavioral Performance**

In some cases, dismissal from a program for behavior performance can be preceded by a “warning.” However, because behavior and/or conduct can be egregious, a student may be dismissed without a warning. Also, warnings may occur in the same semester and may not always be issued an entire semester prior to a behavior/conduct violation event that warrants dismissal.

According to the Registrar's Office, behavioral/conduct performance is not considered an offense that should be reported to the Dean of Students or the Office of Student Rights and Responsibilities (Academic Misconduct). Behavioral and/or conduct violations covered in the program's catalog should be handled in the department/school.

Faculty should consider how behavior and/or conduct impacts the grade in a course. A behavior or conduct violation may be grounds for dismissal from a program but not impact a student's grade.

If the program determines a dismissal is appropriate, use the following processes (same process for academic performance dismissal):

1. The program should provide the UKCOH Dean with the name of the student and a review of the behavioral performance(s) that led to dismissal (within two days after grades are due in the dismissal semester).
2. The UKCOH Dean will send a dismissal letter to the student (including the Office of the Registrar) via email and US mail (within four days after grades are due in the dismissal semester).
3. Immediately after the UKCOH Dean sends the email to the student, the UKCOH Dean's Office will send an email to the Office of the Registrar requesting a RA hold be placed on the student record to prevent registration until the student has changed their major. The student will also be dropped from their courses if they are already registered for the following semester. Note: The hold will include the contact information for the department/school in which the dismissal occurred.
4. Once the student has changed major, the UKCOH Dean's Office or academic advisor may request that the hold be removed.