

ATTR 3292 – CLINICAL EXPERIENCES IN ATHLETIC TRAINING II
SPRING 2018

ATTR 3292 is a required course for the Bachelor of Science in Athletic Training Program.

College of Health Sciences
Department of Kinesiology

Instructor: Mary Williams EdD, LAT, ATC
Office: HKC 216
Office Phone: 936-294-1172
Office Hours: Monday and Wednesday 12:30pm-2:00pm
By appointment – emailing to set an appointment is always recommended.
E-mail: mary.williams@shsu.edu

Text/Readings: Prentice, W. E. (2014). *Principles of Athletic Training: A Competency-Based Approach* (15th ed.). McGraw-Hill, ISBN: 0078022649

Course Description: This course involves professional experience aimed at providing students the opportunity to apply knowledge and theory related to the philosophy, principles, and competencies of the athletic training profession in real-patient settings under the supervision of a Clinical Preceptor. Clinical experience sites include both on-campus and off-campus healthcare settings. Clinical experiences are coordinated through the Athletic Training Program. Prerequisites: Admission to the SHSU Athletic Training Program, ATTR 3370, ATTR 3170, and ATTR 3291. Requires Department Approval. Credit 2.

Students in the BS in Athletic Training Program must make a grade of “B” or better in this course to meet the program retention criteria. A complete list of program retention criteria can be found: <http://www.shsu.edu/academics/health-sciences/kinesiology/undergraduate/athletic-training-admission-requirements.html>

This course meets from 8:00-8:50am on Tuesday in HKC 247 (January 17 – May 10, 2018)

Athletic Training Competencies (CAATE 5th ed):

Objectives/Learning Outcomes Upon completion of this course, the student will be able to:	Activities (* indicates field-based activity)	Performance Assessment	Standards: • <i>CAATE Competencies</i>
Clinically evaluate and manage a ... patient with an emergency injury or condition to include the assessment of vital signs and level of consciousness, activation of emergency action plan, secondary assessment, diagnosis, and provision of the appropriate emergency care (eg, CPR, AED, supplemental oxygen, airway adjunct, splinting, spinal stabilization, control of bleeding).	Class Discussion/Lecture Skills Lab Clinical Experience Rotation	Practical Application	<i>CIP-6</i>
Develop, implement, and monitor ... prevention strategies for at-risk individuals (eg, persons with asthma or diabetes, persons with a previous history of heat illness, persons with sickle cell trait) and large groups to allow safe physical activity in a variety of conditions. This includes obtaining and interpreting data related to potentially hazardous environmental conditions, monitoring body functions (eg, blood glucose, peak expiratory flow, hydration status), and making the appropriate recommendations for individual safety and activity status.	Class Discussion/Lecture Skills Lab Clinical Experience Rotation	Practical Application	<i>CIP-3</i>

Web address for *CAATE competencies*: <http://caate.net/wp-content/uploads/2014/06/5th-Edition-Competencies.pdf>

Course Format:

The content of this course is delivered in a traditional classroom setting, with Blackboard serving as an ancillary resource. In addition, course concepts are learned through self-study, classroom discussions, assignments, clinical experience rotations, and preceptor interaction. Evaluation consists of professor assessments of examinations, quizzes, and assignments, as well as clinical experience hours and preceptor evaluations.

In this course our focus will be on these major objectives (as assessed by the IDEA course evaluation system):

Essential:

1. Learning to *apply* course material (to improve thinking, problem solving, and decisions).

Important:

1. Gaining factual knowledge (terminology, classifications, methods, trends).
2. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.

Course Content (Tentative Course Schedule):

Jan 23	Course Introduction /Athletic Training Student Handbook How to Record Patient Interactions How to Complete CIPS Complete Site Specific Orientation for Sport and Clinic Assignments (EAP and BBP Policy)
Jan 30	Foundational Behaviors of Professional Practice NATA Code of Ethics BOC Standards of Professional Practice TX State Practice Act
Feb 6	EBP - Discussion of CAT Papers
Feb 13	Competency Review Hours Log Check and Patient Interactions Check Resume Rough Draft Due
Feb 20	Competency Review – Preparing for CIP-6
Feb 27	Mid-Term Evaluations and Meetings with Clinical Preceptors
Mar 6	Competency Review Hours Log Check and Patient Interactions Check
Mar 13	SPRING BREAK
Mar 20	Clinical Integration Proficiency Assignment Due (CIP-6) Final Draft of Resume Due
Mar 27	Competency Review
Apr 3	Competency Review Hours Log Check and Patient Interactions Check
Apr 10	Final Evidence Based Practice Assignment Due (CAT)
Apr 17	Competency Review Hours Log Check and Patient Interactions Check
Apr 24	Clinical Integration Proficiency Assignment Due (CIP-3)
May 1	Final Evaluations and Meetings with Clinical Preceptors

Course Requirements and Expectations:

1. **Technical Requirements:** Students must have access to the Internet, Blackboard, and e-mail. Additional information about Blackboard can be found <http://distance.shsu.edu/current-students/> . Although not required, it is recommended that you install the Blackboard Learn App to your phone or tablet. This app will enable you to get notifications directly to your phone or tablet when announcements or assignments are posted, and when grades are made available. It is recommended that you log in and check Blackboard daily for updates. For any technical support issues with Blackboard, call 936-294-2780 or e-mail blackboard@shsu.edu .
2. **Communication and E-mail Etiquette.** Questions about the course should be asked during or after class as appropriate. However, if a question does arise outside of class, it is advised that the student e-mail the instructor directly at mary.williams@shsu.edu . When e-mailing the course instructor, provide the following:
 - Include the course number in the subject line of your e-mail (please remember that the instructor may be teaching multiple courses during any given semester).
 - Following the course number, provide a meaningful subject to your e-mail. This helps to clarify what your message is about or pertaining to, and can help the instructor prioritize e-mails in an appropriate order.
 - Address your instructor professionally such as Dr. Williams. . . Beginning e-mail correspondence with phrases such as “Hey” is not professional, and will likely be returned to the sender.
 - Use standard spelling, punctuation, and capitalization. Do not write a professional e-mail in the same manner in which you would send a text message. Remember, this is professional correspondence. Avoid using all caps, abbreviations, and emoticons.
 - Write clear paragraphs that provide context and details so that the instructor has a clear picture of the question you are asking.
3. **Class Behavior:** Disruptive behavior will result in the student being asked to leave the classroom and will count as a class absence. A second violation and the student will be dropped from the class. Any distractive or disruptive behavior such as sleeping during class, use of cell phones, and side conversations disrupt those around you. Remember, this is a professional learning environment.
4. **Usage of Electronic Devices in Class:** Telephones, computers, and similar devices are part of everyday life. In the academic classroom, however, during class these devices can be a serious distraction and during tests they can be a serious problem. The use by students of electronic devices that perform the function of a telephone or text messages during class-time is prohibited as it is disruptive to the conduct of class. Laptop computers and other such note-taking devices are allowed provided they are being used for the purpose of taking notes or engaging in interactive content in class as a part of an exercise. If you are found to be using your computer for other purposes, you will be asked to discontinue use of your computer and/or leave the classroom. If you have a potential emergency situation that requires you to be available via text message or phone, you must notify the course instructor at the beginning of class. Failure to comply with this policy could result in confiscation of your device for the duration of class, expulsion from the classroom, or, with multiple offenses, failure of the course.

Any use of a telephone, text messaging device, or any other electronic device that performs these functions during a test period is **prohibited**. These devices should not be present during a test or should be stored securely in such a way that they cannot be seen or used by the student. Even the visible presence of such a device during the test period will result in a zero for that test. Use of these devices during a test is considered de facto evidence of cheating and could result in a charge of academic dishonesty (see student code of conduct; <http://www.shsu.edu/students/guide/StudentGuidelines2010-2012.pdf#page=29>).
5. **Class Materials:** You are responsible for reading the materials assigned in class. This can include readings from the book and handouts distributed in class or on Blackboard. In addition, material

covered by any invited guest speakers may be included on an exam as well. *Make sure you keep up with the readings!*

6. **Intellectual Property:** All materials distributed by the instructor of this course including but not limited to class notes, handouts, assignments, exam reviews, quizzes, and exams are given to the student to facilitate and enhance the learning process. However, all course materials distributed to students either in person or electronically is the property of the course instructor, a collaborative group of faculty, the textbook publisher, and/or Sam Houston State University. Therefore, any sharing, selling, or reproduction of course content will be considered a violation of intellectual property use, and could be considered academic dishonesty. Sharing course material includes but is not limited to the posting of course information on-line via YouTube, social media sites, and blogs. Course materials may only be shared, sold, or reproduced with the written permission of the faculty member teaching this course or the publisher of the textbook (whichever applies).

Recording any or part of the class presentation, discussion, or activities either in person or on-line is strictly prohibited in this class. Like course materials, presentations are the property of the presenter and should not be shared, sold, or reproduced. There will be zero tolerance for taking photos, screenshots, or video of class lecture, presentations, discussions, or course materials unless it is allowed in writing by the course instructor.

7. **Self-Plagiarism [Department Policy]:** “Self-plagiarism represents a significant problem in academia as it serves to undermine the learning process and outcomes that are a key feature of each course that is offered as a part of a student’s curriculum. As a result, the Department of Kinesiology has a strict policy in place to prevent self-plagiarism in the classroom. Self-plagiarism is defined as the submission of any type of assignment that contains content that is recycled from other assignments or a prior publication that one submits for course credit in another course.

Each instructor is provided the discretion to evaluate whether a student has engaged in self-plagiarism on a course assignment. If a student is unsure whether use of prior content would constitute self-plagiarism, they must consult with the instructor of the course within a reasonable period of time prior to the due date of the assignment. In most cases, this consultation should take place a minimum of 10 business days prior to submission. Following submission of the assignment, if the instructor deems that the student has engaged in self-plagiarism, he or she has the right to state that the student has violated Section 5.3 of The Texas State University Rules and Regulations dealing with Academic Honesty and the student is thereafter subject to any and all penalties and punishments present in the policy. This may include failure of the assignment and/or failure of the course. Additionally, the student may be referred to the Department Chair of Health and Kinesiology, the Dean of the College of Health Sciences, the Dean of Students, and/or the Provost and Vice-President for Academic Affairs for further academic review.”

8. **Attendance** is expected in this course. Moreover, it is imperative that you not only attend, but also participate. Attendance will be taken on a regular basis. It is your, ***the student’s, responsibility to sign in each class day.*** Signing in another classmate will not be tolerated and will result in 0 attendance points earned in the course. If you have an excused absence, it is your, the student’s, responsibility to provide written documentation to the instructor. In addition to being in attendance and participating, it is equally important to be on-time. In this course, a tardy will be entering the class once the course instruction has begun. A tardy will be equivalent to an absence in the course.

If you receive more than three absences and/or tardy days, you will receive a five percentage point (5%) reduction in your final course grade. For example, if you have a 90% final grade in the class, and you have exceeded three absences and/or tardy days, you will receive a final course grade of 85%.

Students who miss class will receive a 0% on in-class coursework, quizzes, and other assignments completed during class with no chance of making up the work. It is your responsibility to obtain notes, readings, and information about upcoming assignments/quizzes/tests that you may have missed due to any absences. **If you miss class because of what you believe should be an excused absence (i.e.**

illness), it is your responsibility to provide the instructor with evidence for consideration of an excused absence. Whether an absence is excused or unexcused is solely the judgment of the professor.

Make-up exams, assignments, and quizzes will not be allowed unless you, the student, provide sufficient documentation to excuse the absence. If you, the student, know you are going to miss an exam, assignment, quiz or any other course work for an excusable reason, notification to the instructor is required via e-mail, voice mail, or other acceptable method. Students who do not communicate with the instructor prior to the exam and provide sufficient documentation, will not be allowed to make up the work.

9. **Clinical Education Experience:** Each student must gain a minimum of 250 clinical hours this semester in order to successfully pass the course. Additionally, students may not exceed 25 hours during any given week, unless a Request for Special Opportunity form is completed and approved by the Athletic Training Program Director and/or the Athletic Training Clinical Education Coordinator. It is the student's responsibility to accurately record hours via ATrack (www.ATRackonline.com) where they will be approved by that student's clinical preceptor. Failure to report hours in a timely manner may result in a reduction of grade for the semester. Falsifying hours will result in immediate disciplinary action (behavioral incident report). It is the student's ultimate responsibility, with the assistance of the preceptor, to ensure that the appropriate number of hours are being met and not exceeded. Additionally, it is required that each student have one day free of clinical experience hours during a seven day period. Students should collaborate with their preceptors to make weekly schedules. In order for students to successfully complete the Clinical Experiences course with a passing grade, they must meet the semester hour requirement. Failure to do so will result in a failing grade in the Clinical Experiences course, and the student will not be able to proceed to the next clinical level/course.

Students are assigned to a sport assignment that is their primary assignment for the semester (either at SHSU or a local high school). Additionally, students are assigned to clinic sites (i.e. rehabilitation, orthopedic, and non-orthopedic/general medical according to their progress in the program and the semester they are currently in. Preceptors at both sport and clinic rotations will verify hours and evaluate students.

10. **Clinical Evaluations:** Each student will be evaluated by their Preceptor(s) twice during the semester, one mid-term evaluation and one final evaluation. These evaluations are instrumental for the Athletic Training Student to gain valuable feedback and aid in the growth of their professional career. These evaluations are also used to determine final grades in the clinical experience course.
11. **Self-Evaluation and Semester Reflection.** Each student will perform a self-evaluation twice during the semester, one mid-term evaluation and one final evaluation. These evaluations are completed via ATrack. Following the final self-evaluation, the student will complete a semester reflection based upon new experiences, patient encounters and interaction, skills performed, etc. evaluated by their Preceptor(s) twice during the semester, one mid-term evaluation and one final evaluation. These evaluations are instrumental for the Athletic Training Student to gain valuable feedback and aid in the growth of their professional career. These evaluations are also used to determine final grades in the clinical experience course.
12. **Clinical Experiences Behavioral Incident Reports:** Student Behavioral Incident Reports may be used by Clinical Preceptors and the AT Program to provide a tool for documenting inappropriate behavior and subsequent discussions regarding the behavior. Behavioral Incident Reports will directly influence clinical experiences grades by dropping the final grade according to the severity of the violation.
 1. A Behavioral Incident Report must be completed within 3 weekdays of a violation.
 2. A meeting must be conducted between the clinical preceptor and the student within 3 weekdays to discuss the report or the student is not allowed to engage in his/her clinical experiences.
 3. The student is allowed the opportunity to add their comments to the Behavioral Incident Report regarding the incident.

4. Violations will be ranked:

Severe Violations include, but are not limited to: very serious offenses that show disregard for the NATA Code of Ethics, breaking patient confidentiality, safety of a student-athletes or patients, violation of university or clinical site regulations, or theft or destruction of university or clinical site equipment or property.

Moderate Violations include, but are not limited to: inappropriate or disrespectful communication with preceptors, peers, or employees; failure to abide by policies and procedures set forth in the athletic training student handbook or specific to the clinical site; and being habitually late or absent for clinical assignments.

Minor Violations include, but are not limited to, minor infractions of student handbook rules or inappropriate behaviors displayed by the student such as: tardiness, unprofessional language and conversation, and unauthorized use of equipment and supplies.

Overall, clinical experience course grades (percentages) will be impacted based on the severity of the violation (severe: 25 percentage points, moderate: 15 percentage points, minor: 5 percentage points).

After four minor violations, two moderate violations, or one severe violation, the student shall be placed on probation within the Athletic Training Program. Any violation occurring after the student has been placed on probation may result in suspension from the program.

A clinical preceptor may immediately suspend a student from his/her clinical rotation due to student-athlete or patient safety issues, use of or influence of illegal drugs or alcohol, or destruction of property. A meeting must be conducted between the Program Director, the Clinical Education Coordinator, the clinical preceptor, and the athletic training student within 3 weekdays to discuss the incident. The student may then be dismissed from the Athletic Training Program.

13. **Competency Reviews:** Each student will be evaluated on their continual knowledge of athletic training competencies. These competencies will be those previously learned in past semesters. This is to help establish learning over time. These reviews will be in the form of a practical exam.
 14. **Evidence Based Practice Assignment:** Students will write a Critically Appraised Topic (CAT) centered on a patient that they have made contact with during their clinical experience. The student will formulate a PICO question and gather supporting evidence. Main points of emphasis include:
 - a. External Scientific Evidence (Peer-Reviewed Research)
 - b. Clinical Expertise/Expert Opinion (Preceptor's Treatment/Rehabilitative Plan)
 - c. Patient Perspectives/Values
- Further detailed instructions and rubric will be available on Blackboard.
15. **Patient Interactions:** Students are expected to participate in the clinical experiences rotations by providing real-time patient care using skills that the students has been instructed on in didactic and laboratory classes. Students are expected to record a minimum of two patient interactions per week using the Patient Interactions Form on ATrack.
 16. **CIPs:** Clinical Integrated Proficiencies are comprehensive in nature and require a combination of skills to be implemented by the AT Student (similar to actual clinical practice). Ideally, all CIPs should be evaluated in real time with actual patient care being delivered by the student under the direct supervision of the assigned preceptor. In some cases, (CIP- 6 Emergency Care Situation), an actual situation may not present itself during the student's clinical experience. In such cases a simulated scenario will be utilized for the student assessment. All assessment and feedback of the CIPs must be completed using ATrack within the semester that the CIP is assigned to the student.

All students must complete all CIPs at the level of Proficient or Exceeds Proficiency prior to enrollment in the next clinical course. All CIPs must be complete at the level of Proficient or Exceeds Proficiency prior to graduation from the program.

17. **Resume:** Students are to prepare, develop, and work with a faculty member to edit their resume. This resume draft should be professional and appropriate for dissemination to prospective summer internship sites. Students must receive approval from the course instructor before sending out to prospective internship sites.
18. **Academic Community Engagement:** In this course you will not only learn knowledge and skills, but also actively use them to make a difference in our community to improve quality of life. This ACE experience, it is hoped, will help students see themselves as positive forces in this world and able to improve the quality of life.

Assessment and Evaluation:

Syllabus Acknowledgement and Introduction Assignment: 10 points

- There is one syllabus acknowledgement assignment which is 5 points. This includes reading and understanding the syllabus and completing the syllabus acknowledgement form via Blackboard.
- There is one introduction assignment where students introduce themselves to each other via Blackboard Discussion, feel free to respond to peer's post. This assignment is 5 points.

Clinical Education Experience Hours: Complete / Incomplete

- Hour logs will be checked every several weeks to determine if students are on pace to complete their hour requirements.
- Failure to complete the required number of hours for the semester will result in a 15% reduction in grade.

Clinical Evaluations: 150 points (100 points for sport assignment; 50 points for clinic assignment)

- There will be two clinical evaluations performed by the student's clinical preceptor(s): Mid-term and Final Semester Evaluations. The mid-term evaluation is intended to provide feedback to the student. The final evaluation will be utilized to determine the clinical evaluation points which will be included in the course grade.
- The student's final semester evaluation at their sport clinical rotation will be 100 points; the final semester evaluation at their clinic rotation will be 50 points.

Self-Evaluation and Semester Reflection: 50 points (25 points for mid-term; 25 points for final)

- There will be two clinical evaluations performed by the student.
- There will be a final self-reflection completed by the student and submitted via Blackboard.

Evidence Based Practice Assignment: 50 Points

- There will be one evidence based practice assignment worth 50 points due at the end of the semester.
- The EBP assignment will be a Critical Appraisal Topic centered around a patient injury encountered during the semester.

Patient Interactions: 75 Points (5 points per week for 15 weeks)

- A minimum of two patient interactions should be recorded each week using the Patient Interactions form on ATrack.
- Patient Interactions are due **each Sunday** for the previous week.

Resume: 50 points

- Prepare a professional resume with the goal of having it prepared for prospective summer internship sites.
- At a minimum, it must be reviewed and revised at least once by the Clinical Coordinator and/or Program Director. It is also recommended that you receive feedback from your Clinical Preceptors.

- Students may not send their resume out to prospective internship sites without approval from the Program.

Assignments: 150 Points

- The following assignments and associated points are included in this course:
 - a) Clinical Site Orientations (ATrack) – 10 points (5 points each)
 - 1) Students must complete their site orientation prior to beginning clinical rotations to that site.
 - b) EAP Quiz (Bb) – 10 points
 - c) Blog Assignments (Bb) – 40 points (20 points each)
 - d) Competency Reviews (Bb) – 50 points (10 points each)
 - 1) Throughout the semester we will be emphasizing learning overtime through a series of competency reviews in which the student will be tested on previously learned competencies.
 - e) IPE Simulation Reflections (Bb) – 40 points (20 points each)

Clinical Integration Proficiencies: 100 (50 points each)

- The CIPs represent the synthesis and integration of knowledge, skills, and clinical decision-making into actual client/patient care. In most cases, assessment of the CIPs should occur when the student is engaged in real client/patient care and may be necessarily assessed over multiple interactions. In a few instances, assessment may be required using simulated scenarios.
- CIPs are to be performed in the student's assigned clinical experiences and evaluated by the student's clinical preceptor using the following categories:
 - Exceeds Proficiency
 - Proficient
 - Not Proficient
- **All students must complete all CIPs at the level of Proficient or Exceeds Proficient prior to enrollment in the next clinical course.**

Estimated Total Course Points = 635

Final Grade: (grades will not be curved)

100% to 90%	=	A
89.99% to 80%	=	B
79.99% to 70%	=	C
69.99% to 60%	=	D
59.99% and below	=	F

SHSU Academic Policies (<http://www.shsu.edu/dept/academic-affairs/aps/aps-students.html>) :

- a. Class attendance policy (see [SHSU Class Attendance policy AP 800401](#))
- b. [Procedures in cases of Academic Dishonesty AP 810213](#)
- c. [Academic Grievance Procedures for Students AP 900823](#)
- d. [Students with Disabilities AP 811006](#)
- e. [Student Absences on Religious Holy Days AP 861001](#)
- f. [Use of Telephones and Text Messengers in Academic Classrooms and Facilities AP 100728](#)

Academic Dishonesty:

5.3 Academic Honesty. The University expects all students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.

5.31 The University and its official representatives, acting in accordance with Subsection

5.32, may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating, plagiarism, collusion, and the abuse of resource materials.

"Cheating" includes the following and similar actions:

- (1) Copying from another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs.
- (2) Using, during a test, materials not authorized by the person giving the test.
- (3) Collaborating, without authorization, with another student during an examination or in preparing academic work.
- (4) Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of an unadministered test.
- (5) Substituting for another student, permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit. Sam Houston State University Academic Policy Statement 810213 Procedures in Cases of Academic Dishonesty Page 2 of 3 Revised January 16, 2006
- (6) Bribing another person to obtain an unadministered test or information about an unadministered test.
- (7) Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of the rough and/or final versions of an assignment by a professional typist.

5.32 "Plagiarism" means the appropriation and the unacknowledged incorporation of another's work or idea into one's own work offered for credit.

5.33 "Collusion" means the unauthorized collaboration with another person in preparing work offered for credit.

5.34 "Abuse of resource materials" means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.

5.35 "Academic work" means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.

2. PROCEDURES IN CASES OF ALLEGED ACADEMIC DISHONESTY

2.01 Procedures for discipline due to academic dishonesty shall be the same as in disciplinary actions specified in The Texas State University System *Rules and Regulations* and Sam Houston State University *Student Guidelines* except that all academic dishonesty actions shall be first considered and reviewed by the faculty member teaching the class. The faculty member may impose failure or reduction of a grade in a test or the course, and/or performing additional academic work not required of other students in the course. If the faculty member believes that additional disciplinary action is necessary, as in the case of flagrant or repeated violations, the case may be referred to the Dean of Student Life or a designated appointee for further action. If the student involved does not accept the decision of the faculty member, the student may appeal to the chair of the appropriate academic department/school, seeking reversal of the faculty member's decision. Sam Houston State University Academic Policy Statement 810213 Procedures in Cases of Academic Dishonesty Page 3 of 3 Revised January 16, 2006

2.02 If the student does not accept the decision of the chair of the academic department/school, he/she may appeal to the appropriate academic dean. The chair of the academic department/school may also refer the case directly to the academic dean if the case so warrants.