| **2024 SRE Policy Location Chart – PTA (Required Form) (November 2024)** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Related Element(s)** | **Policy Is Related to:** | **Policies & Procedures Related to:** | **Name of document(s) policy located in** | **Page # AND**  **URL as applicable** | **When Is information Provided to Parties of Interest** |
|  | | | | | |
| **3C** | Faculty | Institutional policies and practices that allow for faculty to employ academic freedom when making decisions |  |  |  |
| **3D** | Faculty & Staff | Equal opportunity and nondiscrimination for faculty and staff |  |  |  |
| **3D** | Students | Equal opportunity and nondiscrimination for prospective/enrolled students |  |  |  |
| **3D** | Public | Equal opportunity and nondiscrimination for the public (i.e., vendors, standardized patients, other visitors). |  |  |  |
| **3E** | Faculty & Staff | Policies related to due process; |  |  |  |
| **3E** | Faculty & Staff | Confidentiality of records and other personal information |  |  |  |
| **3E** | Core Faculty | Core Faculty workload |  |  |  |
| **3E** | Core Faculty | Personnel policies, including merit, promotion, and tenure |  |  |  |
| **3E** | Core Faculty | Responsibility for academic regulations specific to the program and the curriculum |  |  |  |
| **3E** | Core Faculty | Program planning |  |  |  |
| **3E** | Core Faculty | Fiscal planning and allocation of resources |  |  |  |
| **3E** | Associated Faculty | Policies applicable to associated faculty |  |  |  |
| **3E** | Clinical Education Faculty | Policies applicable to clinical education faculty |  |  |  |
| **3E** | Staff | Policies related to staff |  |  |  |
| **3E** | Public | Relevant policies including patients and human subjects used in demonstrations and practice for educational purposes. |  |  |  |
| **3F** | Program | Program-specific policies and procedures that differ from those of the institution (e.g., admissions procedures, grading policies, policies for progression through the program, policies related to clinical education, faculty workload policies) |  |  |  |
| **3F** | Program | Policies and procedures are compatible with applicable state and federal laws and regulations (e.g., Title IX, Health Insurance Portability and Accountability Act of 1996, NC-SARA) |  |  |  |
| **3F** | Clinical Education: students | Clinical Education policies for students; Tools used to assess performance of students |  |  |  |
| **3G** | Complaints | Handling complaints including a prohibition of retaliation following complaint submission | . |  |  |
| **4D** | Core Faculty | Core Faculty evaluation and development |  |  |  |
| **4E** | Associated Faculty | Policies applicable to associated faculty; including faculty evaluation and development |  |  |  |
| **4G** | Program Director | The program director provides effective leadership for the program including, responsibility for communication, program assessment and planning, fiscal management, and faculty professional development/evaluation. |  |  |  |
| **4I1-4I5** | Program director | Maintaining compliance with accreditation policies and procedures. Note: it is acceptable for these to be part of a job description. |  |  |  |
| **4I1-4I5** | Program director | Responsibility for determining and implementing academic standards |  |  |  |
| **4K** | Clinical Education Coordinator | the policies and procedures related to clinical education including, but not limited to, policies: for students; related to clinical instructor qualifications; related to clinical instructor responsibilities; and tools used in assessing the performance of students and the clinical instructor. |  |  |  |
| **4M** | Clinical Education | the policies and procedures  related to: expectations for students to demonstrate that they are competent and safe prior to engaging in clinical education; the skills students must demonstrate competent and safe performance prior to engaging in clinical education. |  |  |  |
| **4N** | Clinical Education | Need to ADD from the appendix list  Include in Policy Location Chart and URL Listing Table *(forms packet****)*** the **policies and procedures related to clinical education** including, but not limited to, policies:  • related to clinical instructor qualifications;  • related to clinical instructor responsibilities; and  • tools used in assessing the performance of students and the clinical instructor.  Identify, as applicable, where they are found, including the name of the document, page number and/or URL |  |  |  |
| **5A** | Admissions | Program policies, procedures, and practices related to student recruitment and admission |  |  |  |
| **5A** | Admissions | Program policies, procedures, and practices maintain planned class size and identify related policies to prevent over enrollment |  |  |  |
| **5B** | Students  (Clin Ed) | Potential for clinical education requirements, such as drug screening criminal background check |  |  |  |
| **5B** | Students | Information related to academic, counseling, health, and disability services is available to students |  |  |  |
| **5B** | Students | Information related to financial aid services is available to students |  |  |  |
| **5B** | Students | Catalogs |  |  |  |
| **5B** | Students | Recruitment and admissions information, including admissions criteria, transfer of credit policies, and any special considerations used in the process. |  |  |  |
| **5B** | Students | Academic calendars |  |  |  |
| **5B** | Students | Grading policies. |  |  |  |
| **5B** | Students | Technical standards or essential functions, if used. |  |  |  |
| **5B** | Students | Acceptance and matriculation rates. |  |  |  |
| **5B** | Students | Student outcomes including, but not limited to, the most current two-year data available for graduation rates, employment rates, and first-time and ultimate pass rates on licensing examinations. |  |  |  |
| **5B** | Students | Costs of the program including tuition, institutional fees, programs fees, course fees, clinical education, and refund policies |  |  |  |
| **5B** | Students | Student Financial Fact Sheet |  |  |  |
| **5B** | Students | Information and/or resources related to student debt |  |  |  |
| **5B** | Students | Process for filing a complaint with CAPTE |  |  |  |
| **5B** | Students | Job/career opportunities |  |  |  |
| **5B** | Students | Availability of student services |  |  |  |
| **5B** | Students | Health and professional liability insurance requirements |  |  |  |
| **5B** | Students | Information about the curriculum |  |  |  |
| **5B** | Students | Information about the clinical education program requirements, including travel expectations to clinical sites |  |  |  |
| **5B** | Students | Access to and responsibility for the cost of emergency services during off-campus educational experiences |  |  |  |
| **5C** | Students | Rights, responsibilities, safety, privacy, and dignity of the students |  |  |  |
| **5D** | Students | Remediation, dismissal, student success, and retention |  |  |  |
| **5D** | Students | Requests for accommodation (in the classroom or clinical education) for students with disabilities |  |  |  |
| **5D** | Students | Practices related to remediation, retention, and dismissal. |  |  |  |