



PTAP 125 Clinical Kinesiology section name section credit hours Credits
Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: Advanced anatomy of the musculoskeletal and nervous systems.
Prerequisite: Acceptance into the PTA program.

Prerequisites: course prereqs

Terms offered: Spring Only

Section-specific Course Description:

Course Level Objectives

Course Learning Outcomes

Upon successful completion of the course, the student will be able to...

1. Study advanced human anatomy of the musculoskeletal system.
2. Analyze osteokinematics and arthrokinematics related to the human body.
3. Palpate and identify anatomical surface landmarks.
4. Demonstrate manual muscle testing.
5. Demonstrate goniometry and range of motion assessment.
6. Describe special tests used by the supervising PT for assessment purposes.
7. Identify the components of the normal gait cycle.
8. Practice generic abilities related to course content.
9. Describe basic concepts related to the APTA Guide to Physical Therapist Practice.

Specific Learning Objectives

Upon successful completion of the course, the student will be able to:

1. Study advanced human anatomy of the musculoskeletal system.
 - 1a. Explain the function of the skeletal system.
 - 1b. Describe the gross anatomical components and relationships of the skeletal system.
 - 1c. Identify joint structures and components.
 - 1d. Define principles of joint motion.
 - 1e. Describe normal joint end-feel for all major joints.
 - 1f. Identify the normal curves of the vertebral column.
 - 1g. Identify the center of gravity in standing.
 - 1h. Explain the function of the muscular system.
 - 1i. Describe the gross anatomical components and relationships of the muscular system.
 - 1j. Compare and contrast the structure and function of the three major subtypes of skeletal muscles.
 - 1k. Describe the types of muscle contractions and give functional examples for each type.
 - 1l. Name the proximal/distal attachments and function of the major skeletal muscles.
 - 1m. Analyze how the skeletal system and the muscular system function together to allow normal movement.
2. Analyze osteokinematics and arthrokinematics related to the human body.
 - 2a. Define planes and axes.
 - 2b. Identify the relationship of axes to the cardinal planes of motion and the anatomical position for individual joints.
 - 2c. Define Newton's Laws applicable to physical therapy and provide examples.
 - 2d. Define the terminology applicable to forces and loading.
 - 2e. Differentiate between pressure and forces.

2f. Describe the relationship between physical laws and biomechanical principles of the musculoskeletal system.

2g. Examine the components of levers and their use in the human body.

2h. Describe the mechanical property of tissues.

2i. Describe how the length-tension relation of muscle affects force production.

2j. Explain the forces involved when an object is in equilibrium.

3. Palpate and identify anatomical surface landmarks.

3a. Describe the correlation between bony structures and surface anatomy.

3b. Demonstrate the ability to palpate bony structures.

3c. Describe the correlation between muscular structures and surface anatomy.

3d. Demonstrate the ability to palpate muscular structures.

3e. Describe the correlation between connective structures and surface anatomy.

3f. Demonstrate the ability to palpate connective structures.

4. Demonstrate manual muscle testing.

4a. Define manual muscle testing and measuring techniques.

4b. Demonstrate competency in performing manual muscle testing for all major muscle groups including assigning the appropriate grade.

4c. Demonstrate competency in the palpation of the appropriate muscle(s) related to manual muscle testing.

4d. Demonstrate competency in the ability to stabilize the appropriate joints during manual muscle testing.

5. Demonstrate goniometry and range of motion assessment.

5a. Practice goniometry and alternative measurement devices for range of motion assessment.

5b. Demonstrate competency in the use of appropriate landmarks for goniometry.

5c. Demonstrate competency in performing goniometry for all major joints for both active and passive range of motion.

- 5d. Describe the normal range of motion for all major joints.
- 5e. Describe normal joint end-feel for all major joints.
- 6. Describe special tests used for assessment purposes.
 - 6a. Explain common special tests used by the supervising PT to provide more in depth assessment of pathologies.
- 7. Identify joint mobilizations
 - 7a. Practice joint mobilizations I and II on instructor specified joints.
- 8. Identify the components of the normal gait cycle.
 - 8a. Identify the components of the normal gait cycle.
 - 8b. Delineate the muscle groups and joint motions related to the normal gait cycle.
 - 8c. Analyze the normal gait cycle.
- 9. Practice Professional Behaviors Student Self-Assessment criteria related to course content. (Professional behaviors student assessment adapted from APTA)
 - 9a. Commitment to Learning – Demonstrate the ability to self-assess, self-correct, and self-direct. Identify needs and sources of learning. Seek new knowledge and understanding.
 - 9b. Interpersonal Skills – Demonstrate the ability to interact effectively with patients, families, colleagues, other health care professionals, and the community. Demonstrate the ability to effectively deal with cultural and ethnic diversity issues.
 - 9c. Communication Skills – Demonstrate the ability to communicate effectively (i.e., speaking, body language, reading, writing, and listening) for a varied audiences and purposes.
 - 9d. Effective Use of Time – Demonstrate the ability to obtain maximum benefit from a minimum investment of time and resources.
 - 9e. Use of Constructive Feedback – Demonstrate the ability to identify sources and seek out feedback and to effectively use and provide feedback for improving personal interaction.
 - 9f. Problem-Solving – Demonstrate the ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.

9g. Professionalism – Demonstrate the ability to exhibit appropriate professional conduct and to represent the profession effectively.

9h. Responsibility – Demonstrate the ability to fulfill commitments and to be accountable for actions and outcomes.

9i. Critical Thinking – Demonstrate the ability to question logically; to identify, generate, and evaluate elements of a logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.

9j. Stress Management – Demonstrate the ability to identify sources of stress and to develop effective coping behaviors.

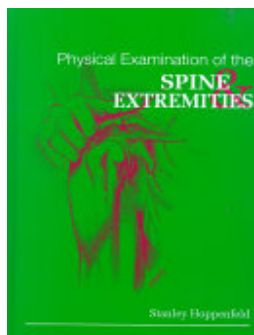
9k. Use a SOAP note format to document lab skills.

10. Describe basic concepts related to the Guide for conduct of the PTA and the APTA Guide to Physical Therapist Practice.

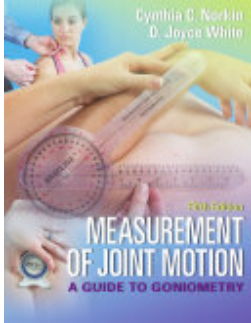
10a. Integrate basic concepts presented in the APTA Guide to Physical Therapist Practice related to course content.

10b. Identify the parameters of the scope of practice of the PTA related to course content.

Required Texts and/or Materials



Physical Examination of the Spine and Extremities
Stanley Hoppenfeld, Richard Hutton
Pearson
1976-01-01



Measurement Of Joint Motion

9780803658479

Cynthia C Norkin, D Joyce White

F.A. Davis

2016-11-18

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MUSCLE & SENSORY TESTING

9780323596282

Nancy Berryman Reese

ELSEVIER

2021

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Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Course Requirements

Students will do the following activities:

- Maintain professionalism & respect
- Check-in to the course regularly to ensure you are reading announcements, checking emails, etc.
- Complete all assignments (virtual lab skills, self-assessments, peer-assessments, synchronous meetings via zoom, assignments, exams, etc.) in accordance with the course schedule
- Critically analyze tasks offering realistic and constructive input
- Effectively communicate with classmates and instructors when questions arise
- Schedule meetings with the instructor, if requiring additional assistance
- Ensure that all technology is working for success in this course
- Contact tech support if problems arise with technology

Lab Assignments

This course consists of patient care procedural lab skills. Much of the content that is learned throughout this course includes lab demonstrations. These lab demonstrations will be performed in a virtual format. This format may include synchronous or asynchronous learning. This includes methods such as video submissions, uploading images, zoom sessions, etc. When demonstrating these lab skills, please follow the step by step procedural instructions, video demonstrations, and/or rubric that is attached to each assignment. These instructions and rubrics will assist to achieve success in this course.

Student Online Assessment Form

Students will be completing lab skills throughout the course. You will be required to sign a student online assessment form prior to completing your first lab skill. This form indicates that you are aware that these skills are associated with your lab grade and will not be discussed with your classmates. The lab skills, including any scenarios associated with the lab skills, fall under the academic integrity policy for San Juan College.

Patient Consent Forms

Most skills in this course will require a mock patient. You may use a family member, a co-worker, a friend, etc. to play the role of a mock patient for you for the lab skills. It is your responsibility to ensure that the mock patient of your choice can perform the skills as outlined in the procedural instructions and/or rubric and that they are able to answer any questions (specifically questions related to safety) during your skill. Each mock patient that you use for your lab skills is required to sign the "Volunteer Consent Form" prior to completing the lab skill. If you use the same patient for every skill, they only

need to sign the form one time per course. This form can be found in the Getting Started module.

Self-Assessments

There are two ways to self-assess throughout this course. Most modules in Canvas have a self-assessment to check your knowledge of the content. These do not count for a grade but are a great way to determine what you remember from the content. These are by no means an exhaustive measure of your knowledge from the content from each module. These self-assessments are just a way to see test type questions of information that was just learned.

Additionally, step-by-step procedural instructions and/or a rubric is provided for all lab skills. To ensure that you are completing all tasks to receive a “passing” grade, it is important to self-assess your progress. Many lab skills will require that this is complete prior to the assignment submission.

Peer-Assessments / Peer Critiques

Peer-assessments involve creating videos of lab skills and sharing the videos with your assigned partner for review. Additionally, peer-assessments involve determining if your assigned partner has met the grading criteria outlined in the grading rubric based on the video link that is submitted for review.

It is your responsibility to ensure that your assigned classmate will receive your grading rubric with your video link attached by the dates outlined in the course schedule. This will allow for adequate time for each classmate to review video(s) and offer feedback.

It is also your responsibility to ensure that you submit your own “passing” peer-assessed rubric (with video link attached) to the appropriate assignment location.

Peer-assessments are graded and will count toward your “peer-assessment participation grade”.

When completing a peer-assessment, please ensure that you are using constructive feedback. This involves some of the following:

- Establish Trust
- Balance the Positive and the Negative
- Observe, Don't interpret
- Be specific
- Don't make it personal
- Be consistent

- Be timely

When finalizing your peer-assessment, return to your classmate within an appropriate amount of time to ensure that your classmate can re-demonstrate skills, as needed.

Lecture Exams

There are **6** lecture exams in this course. The midterm and the final exam are comprehensive. This means that all content learned up to that point will be assessed. All exams will be proctored via Smarter Proctoring. This service has a fee of \$5.00 per exam. Pricing is subject to change and is based on Smarter Proctoring fees.

COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

disabilityservices@sanjuancollege.edu or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

Student Support

Student Services and Support

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

Academic Support

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

Participation and Attendance Policy

ATTENDANCE POLICY

This PTA Program Attendance Policy supplements the college's attendance policies found in the SJC Academic Catalog and SJC Student Handbook. Unless otherwise outlined in the course syllabus, this Attendance Policy applies to all classroom, lab, and clinical experiences. Since absenteeism negatively impacts a student's ability to learn, students are expected to attend the entire duration of all scheduled activities. Students may need to arrive early to be sufficiently prepared for the learning experience, especially during clinical rotations. Tardiness is considered an absence. An absence is defined as failing to attend part or all of a scheduled activity (e.g., arriving late to class, returning late after a break, taking an unscheduled break, leaving early, failing to show up). Unexcused absences may result in a grade penalty and/or dismissal from the PTA Program as outlined in the General Attendance Guidelines.

General Attendance Guidelines

1. For planned situations, the student is expected to discuss the reason for the requested absence with the instructor as soon as possible, but not later than 48 hours prior to the start of the time of the requested absence.
2. For unplanned situations, the student is expected to notify the instructor as soon as possible. Having a classmate inform the instructor in lieu of notifying the instructor directly is unacceptable.
3. The instructor of record retains the right to determine if any absence (planned or unplanned) is excused or unexcused. Failure to adhere to the Attendance Policy, failure to provide timely notification, and a pattern of absences may result in absences being counted as unexcused and/or the behavior being addressed with a Professional Development Plan.
4. For online or online hybrid classes, attendance is defined as logging into the course in Canvas and completing the required activities according to the outlined schedule.
5. Three (3) unexcused absences in a course will result in the student being dismissed from the course at the discretion of the PTA Program Director. For every unexcused absence, the instructor will attempt to contact the student with a verbal warning and will follow-up with a written warning.
6. For online or online hybrid classes, attendance is defined as logging into the course in Canvas and completing the required activities according to the outlined schedule.

Other Classroom Policies and Expectations

LATE WORK

Due dates for every assignment are provided on the course syllabus and course schedule (posted in Canvas). Unless otherwise stated, assignments are due according to the course schedule.

The PTA faculty recognize that sometimes “life happens.” In these instances, you may use your allotted 2 “flex.” These days allow you to submit an assignment(s) up to two days late without penalty. For example, you can use 2 flex days on one assignment that is two days late. Alternatively, you can use 1 flex day on one assignment that is one day late, and then 1 flex day towards another assignment. You do not need to provide the instructor with the reason: simply email the instructor how many of your flex days you would like to use. Flex days cannot be used for group assignments or assignments with a partner as it would impact the grade of another student. These “flex days” do not apply to exams or the peer-assessed portion of a virtual lab skill.

Once you have exhausted your 2 flex days, then late point deductions will occur for any assignment submitted after the deadline. A 10 point deduction will occur each day that passes beyond the due date and up to 72 hours (e.g. an 84 would be a 74 on day 1, a 64 on day 2, etc.). Assignments submitted more than 72 hours after the due date will not be accepted and you will receive a 0.

If you experience extenuating circumstances (e.g., you are hospitalized) that prohibit you from submitting your assignments on time, please let the instructor know. The instructor will evaluate these instances on a case-by-case basis.

Canvas Participation and Expectations

In order to be successful in this course, you are required to check in on a weekly basis. It is recommended to check in regularly throughout the week to keep up with continuous communication and provide input in the general discussion board. There will be weekly announcements posted to the course. Read the announcements for specific requirements and additional information as it pertains to the modules that are covered for the week.

- Online communication expectations (“Netiquette”): (Please refer to SJC online services for further information)

Instructor Response Time

Please feel free to contact me through Canvas email, phone, or visit me on-campus. I will make every effort to get back to you within 48 hours except weekends and holidays. Grades will be released to students upon successful completion and grading of all exams.

Course Time Commitment

In order to be successful in this course, you will need to set aside a minimum of 8 hours per week.

Grading

Final grades are calculated based on the following...

LECTURE	
Participation Peer-Assessments	5%
Lecture Exam 1	8%
Lecture Exam 2	8%
Lecture Exam 3 (Midterm)	13%
Lecture Exam 4	8%
Lecture Exam 5	8%
Lecture Exam 6 (Final)	15%
Subtotal Lecture	65%
LAB	
Midterm Skill Check	5.5%
Midterm Lab Exam	12%
Final Skill Check	5.5%
Final Lab Exam	12%
Subtotal Lab	35%
LECTURE & LAB	
Total	100%

PTA Grading Scale:	
A	92 - 100%
B	84 - 91%
C	76 - 83%
D	68 - 75%
F	< 67%

GRADE BREAKDOWN

1. The course grade is determined by a mix of formative and summative assessments (e.g., online discussion boards, assignments, quizzes, lecture exams, lab practicals) as specified in the Syllabus.
2. Students are expected to complete all assessments (e.g., online discussion boards, assignments, quizzes, lecture exams, lab practicals) as scheduled in the course syllabus. If an assessment is not completed as scheduled, the grade may be impacted.
3. When determining the overall grade for courses with lecture and lab components, the lecture component is 65% and the lab component is 35%.

SKILL CHECKS AND LAB PRACTICALS

Critical Safety/Performance Elements

Critical Safety/Performance Elements are elements of patient care that are critical for safe and effective practice as a physical therapist assistant. On skill check and lab practical rubrics, Critical Safety/Performance Elements are denoted by italics and are graded pass/fail (P/F). Students must pass all Critical Safety/Performance Elements to pass the skill check or lab practical.

Skill Checks

All required skill checks must be peer-reviewed by a classmate and assessed by a faculty member(s) before the student will be allowed to take the lab practical. Skill checks may be completed during class time. The instructor reserves the right to complete skill checks outside of regularly-scheduled class time to allow students to have additional practice hours in lab to improve competency in lab skills. With a faculty member(s), the student must pass all P/F items including Critical Safety/Performance Elements shown in italics and meet the minimum required score during a skill check within a maximum of 3 attempts. If the student fails to pass the required skill checks by a faculty member(s) within 3 attempts, then the student may be dismissed from the program. The student may also be dismissed from the program for failure to complete the required skill checks prior to the time of the scheduled lab practical examination

despite reasonable opportunities to do so. The PTA Program Director retains the right to grant an extension.

Lab Practicals

Students must pass all P/F items including Critical Safety/Performance Elements shown in italics, meet the minimum score denoted for any section(s) or subsection(s), and achieve an overall minimum score of a 76% in order to pass the lab practical. Points will be deducted for any portion not completed within the allotted time, which may lead to failure if a minimum of a 76% is not achieved. All lab practicals will be recorded.

Retake Lab Practicals

Prior to a retake lab practical, students will be provided the opportunity to remediate with a faculty member. One retake lab practical with a different scenario and different grader will be offered. Two faculty members – one grader and one observer – are present for retake lab practicals. For students in the On-Campus Program, the retake lab practical is expected to be completed within the next 5 business days after failing the lab practical. For students in the Online Hybrid Program, during semesters with one lab course, the retake lab practical is expected to be completed the next day after failing the lab practical. During semesters with two lab courses, the retake midterm lab practical is expected to be completed the next day after completing the midterm lab practicals for both courses.

The retake final lab practical is expected to be completed the next day after completing the final lab practicals for both courses. The PTA Program Director retains the right to grant an extension. If a retake lab practical is necessary, the student must pass the retake lab practical with a minimum 76% grade and will be awarded a 76% minimum grade. If the student fails to pass the retake lab practical, the student will be dismissed from the program.

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

Course Schedule to be added...

College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. Academic Accommodations - American with Disabilities Act (ADA)

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for "Request for Services" and complete all the steps.

You can also contact the college's disability coordinator in the Advising/Counseling Center at 566-3271 or disabilityservices@sanjuancollege.edu. More information is available on the website listed above.

2. The Family Educational Rights and Privacy Act (FERPA)

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

3. Academic Honesty Rules

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

4. Student Conduct Statement

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

5. Student Safety

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College's emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is "confirmed."

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)

6. Non-Discrimination, Sexual Harassment, and Retaliation.

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or allens@sanjuancollege.edu.

7. Drop for Non-Attendance and/or Non-Participation

Class Attendance and Participation Expectation:

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week

semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

8. Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

9. Grading Policies

Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be

changed by work completion.

10. **Grade Appeals**

The policy for grade appeals is in the Academic Catalog.([Grade Appeal Policy](#))

Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)

Program Handbook

Please see Canvas PTA Program Handbook