SUBJECT: Academic Progression – Master of Science (MS) in Occupational Therapy Program

PURPOSE: To provide guidelines for progression in Allen College’s Master of Science (MS) in Occupational Therapy Program

EFFECTIVE FOR: Allen College OT students, faculty, and staff

POLICY: From enrollment at Allen College, student progress will be continually evaluated.

PROCEDURE:

Cohort Enrollment
Students will be enrolled each year in the fall semester and progress as a cohort throughout the program. Required semester hours will vary from 10 – 14 hours.

Satisfactory Course Completion
Progression within the program is dependent upon satisfactory completion of all coursework and fieldwork. Students must achieve a grade of “B-” or better in each class in the program and must successfully pass their assigned fieldwork placements to progress and graduate. Students must maintain a cumulative GPA of 3.0. Dropping below a 3.0 will result in academic probation.

Progression in the Master of Science Program in Occupational Therapy
Each semester is a prerequisite for the next. If a student fails a course or withdraws from a course for any reason, they will be removed from their cohort. The student is allowed to return with the next cohort (the next year) to attempt the course again with design and implementation of a student plan for success upon return. The exception to this policy is in the failure of a course due to safety, professional behaviors, or ethical violations. Two failures of the same course will result in dismissal from the program. Failure of any two courses in the program will also result in dismissal from the program.
Withdrawing from a Course
Students wishing to withdraw during a semester must complete the official withdrawal form by the deadline dates printed in the current academic calendar. At the time of withdrawal, the student will be considered as a withdrawal from their cohort and cannot return until the next year. Students who are allowed to return will join a new cohort and repeat the semester in which they left the program. If the student withdraws before the deadline for “withdrawals without penalty” a “W” will appear on the student’s transcript. If the student withdraws after the deadline a grade will be assigned. A course can only be repeated one time for any reason. Students are limited to only one withdrawal from the program. Failure of two different courses will result in dismissal from the program.

Failure and Repeating a Course
Students who fail or withdraw from a course will only be allowed to repeat the course one time. Failure to successfully complete any course after two attempts will result in dismissal from the program.

Time Limit for Completion of the Program
Completing the curriculum is expected to take approximately 27 months. If fieldwork is extended for any legitimate reason it must be successfully completed within 18 months of the last day of classes for a student to graduate. No part-time options are available at this time for didactic coursework during the program.

Academic Withdrawal
Students who are considering academic withdrawal from the program or who choose to withdraw are encouraged to seek academic advisement with their assigned advisor. In addition, students in this situation need to meet with a financial aid expert at the school to discuss the impact on their financial obligations. An exit interview with an Allen College administrator is also recommended to assure that all issues associated with the withdrawal have been considered.

Program Rights
The program faculty reserves the right to retain only those students who satisfy the requirements of the didactic and clinical performance necessary for safe, ethical practice. The faculty may recommend withdrawal of a student for academic issues, health reasons, clinical performance, issues of personal conduct and professionalism, etc. The Graduate Admissions, Progression, and Graduation (APG) Committee reviews all recommendations for dismissal of a student enrolled in a graduate program.

Request for Reinstatement Following Withdrawal
Reinstatement of students who have voluntarily withdrawn from a graduate program for any reason is not automatic and is not guaranteed. Students who are in good standing with the College and the MS in OT program and who have interrupted the program of study may request to re-enter the program through the following procedure:
➢ Submit a letter of request to the Program Director and the Director of Enrollment Management the semester prior to re-entry (June 1 for fall re-entry, October 1 for spring re-entry, and April 1 for summer re-entry). The request will be considered by both parties (and the APG Committee as needed) and the student will be notified of the decision. Students
reinstated in the program must adhere to the policies and curriculum in effect at the time of re-enrollment.

**Academic Probation and Dismissal**

A. *Academic Probation:*

A graduate student failing to meet the criteria for satisfactory achievement will be placed on academic probation. A student on probation due to failure to meet the cumulative GPA of 3.0 will be allowed one semester to raise the cumulative GPA to a satisfactory level. If the student fails to do so, he/she may be dismissed from the college. Students may be placed on academic probation no more than two times. Students that fail to meet the cumulative GPA of 3.0 for a third time will be dismissed from the program.

B. *Academic Dismissal:*

Students are subject to dismissal from the MS in OT Program for:

1. Failure to meet conditional admission requirements.
2. Failure to demonstrate satisfactory achievement within a probationary period.
3. Failure to successfully complete requirements for fieldwork as stated in the MS in OT Fieldwork Handbook, and graduate within 18 months of completion of the didactic coursework. This requirement may be modified if specific circumstances limit the ability of the applicants to complete these criteria. The modification would apply to all students within a given applicant cycle and not specific individuals. The MS in OT program director has sole discretion to institute these modifications as necessary.
4. Failure to successfully complete a course on the second attempt.
5. Failure of two different courses (A grade of “B-” or better is required in every course.)
6. Behaviors deemed inappropriate or unethical for professionals or professional environments, or that put patients and others at risk for harm.
7. Failure to meet expectations for professional behaviors across semesters and/or courses that is uncorrected by program level learning plan(s).