

**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 12/14, 03/16, 07/16, 11/16

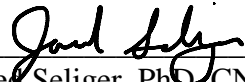
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Last Review Date: February 2019

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Administrative Unit: Health Sciences Graduate APG
Comm.

Approved By:



Jared Seliger, PhD, CNMT
President

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.

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, but may be allowed to return with the next cohort (the next year) to attempt the course again. 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.

Failure of a Course

Any student who fails a course will be withdrawn from their cohort and may be allowed to repeat the course with a new cohort the next year. If the student does not successfully pass the course on the second attempt they will be withdrawn from the program.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.

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. The program is also not accepting transfers at this time.

Academic Withdrawal

Students facing academic withdrawal or who choose to withdraw from the program 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.

Faculty Rights

The faculty reserves the right to retain only those students who satisfy the requirements of the didactic and clinical performance necessary for safe practice. The faculty may recommend withdrawal of a student for academic issues, health reasons, clinical performance, issues of personal conduct, 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 Voluntary 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 and who have voluntarily 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 Student Services the semester prior to re-entry (June 1st for fall re-entry, October 1st for spring re-entry, and April 1st 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.

Failure to meet expectations for professional behavior will be evaluated on an individual basis. Students may also be placed on hold due to failure to meet CPR and health requirements and will not be placed in fieldwork until these requirements are met and could face the risk of course failure.

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 and the degree within 18 months of completion of the didactic coursework.
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.

Request for Reinstatement Following Dismissal

Reinstatement of students who have been dismissed from the graduate program for any reason is not guaranteed and no dismissed student can be reinstated more than once. Students who are dismissed from the program for any reason may request reinstatement by following the procedure outlined below:

1. Submit a letter to the Program Director and Director of Student Services the semester prior to the semester of requested re-entry (June 1st for fall, October 1st for spring, and April 1st for summer).
2. The student must reapply and present in writing a statement addressing the reason(s) for the failure, an outline of strategies that have now been employed to ensure future success, and a proposal of why the student should be re-admitted.
3. The Director of Student Services will refer the request to the APG Committee for consideration. In reaching the decision the committee will consider the circumstances related to the dismissal, the applicant’s likelihood for success, and the availability of resources (e.g., faculty, fieldwork opportunities, etc.). The committee may also request a meeting with the applicant as part of their deliberations.

4. The APG Committee will communicate their decision in writing to the student and program, indicating approval or denial for re-admission. If approved, the student will receive additional communication concerning the date of re-admission and any conditions. The decision of the APG Committee is final and a copy will be sent to the Vice Chancellor of Academic Affairs to be kept on file.

If a reinstated student fails another course they will automatically be dismissed from the program. Students who are reinstated must adhere to the policies and curriculum in effect at the time of reinstatement.

Note: The faculty reserves the right to retain only those students who satisfy the requirements of the didactic and clinical performance necessary for safe and ethical practice.