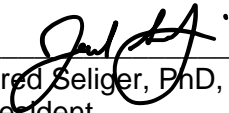


**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 12/14, 3/16, 7/16, 11/16, 2/19,
2/21

No: 2-A-900-05b
Last Review Date: May 2023
Required Review Date: December 2024
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:

Progression in the Master of Science Program in Occupational Therapy

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. Each semester is a prerequisite for the next. 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. If a student fails a course or withdraws from a course for any reason, they are required to repeat the course the next time that it is offered prior to continued progression in the program. The student may be allowed to return to attempt the course again with design and implementation of a student learning plan for successful 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.

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.

Withdrawing from a Course

Students wishing to withdraw from a course during a semester must complete the official withdrawal form by the deadline dates printed in the current academic calendar. Students are limited to one course withdrawal through the duration of the program including fieldwork courses. At the end of the semester of the course 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.

Academic Withdrawal from the MS in OT Program and Allen College

Students who are considering academic withdrawal 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.

Request for Reinstatement Following Withdrawal

Reinstatement of students who have 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, unsafe, 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).

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.

Degree Requirements

The MS in OT Program is a seven-semester sequence. Students must satisfactorily complete a total of 80 credit hours of coursework as outlined in the curriculum.