


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

Supersedes: 12/14, 3/16, 7/16, 11/16, 2/19,
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APG Comm.

Approved By:



Jared Seliger, PhD, CNMT
President

SUBJECT: Academic Progression – Doctor of Occupational Therapy (OTD) and the Master of Science (MS) in Occupational Therapy Programs

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

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

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

PROCEDURE:

Academic Progression Students will be enrolled each year in the fall semester and progress as a cohort throughout the program. Each semester is a prerequisite for the next. Progression within the program is dependent upon satisfactory completion of all program coursework. Students must achieve a grade of “B-” or better in each class in the program and must successfully pass their assigned fieldwork placements and capstone experience (OTD only) 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 a student learning plan for success in place. The exception to this policy is in the failure of a course due to safety, professional behaviors, or ethical violations in which a student would be dismissed from the program. 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 for the MS in OT and 36 months for the OTD. All MS in OT students have 18 months from the last day of classroom education in which to successfully complete their fieldwork to receive their degree and graduate from the program. All OTD students have 24 months from the last day of classroom education in which to successfully complete their fieldwork and capstone experience to receive their degree and graduate from the program. The MS in OT and OTD Programs are full-time programs. There is not an option for part-time completion of coursework, with the exception of students that have approved accommodations for part-time through the Americans with Disabilities Act (ADA).

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 and capstone courses. At the time of the withdrawal, the student will be considered a withdrawal from their cohort and cannot return until the next year when the course is offered. Students who are allowed to return must join the next cohort and repeat the semester in which they left the program.

Academic Withdrawal from the OT Program

Students who are considering academic withdrawal from the program are encouraged to seek academic advisement with their assigned faculty 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.

Request for Reinstatement Following Withdrawal

Reinstatement of students who have withdrawn from the OT program for any reason is not automatic and is not guaranteed. To be reinstated into the OT program, students planning to return to the program must join the next cohort of students at the beginning of the same semester in which they withdrew. Students who are in good standing with the college and the OT program and who have interrupted their program of study may request to re-enter the program within one year of their exit through the following procedure:

- Submit a letter of request to the OT Program Director and the Dean of Student Services the semester prior to re-entry (deadlines 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 Allen College Graduate 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 progression criteria will be placed on academic probation. A learning plan for success will be designed for any student on academic probation. A student on academic probation will be allowed one semester to meet the set program requirements. If the student fails to do so, they will be dismissed from the OT program. Students may be placed on academic probation no more than two times, before dismissal from the OT program.

B. Academic Dismissal:

Students are subject to dismissal from the OT Program for:

1. Failure to meet conditional admission requirements.
2. Failure to demonstrate set OT program requirements for progression within a probationary period.
3. Any student who is unable to successfully complete a fieldwork level I experience embedded in a course will have 1 opportunity for remediation and is placed on academic probation. The timing of the remediation may affect the ability of the student to remain with their cohort and/or delay the date of graduation. All fieldwork experiences are prerequisites to the next fieldwork experience, therefore must be completed successfully to progress to the next fieldwork

experience. If the student is unsuccessful with the level I remediation fieldwork experience, they will be dismissed from the program.

4. Failure to successfully complete requirements for fieldwork and/or capstone as stated in the OT Handbooks, and graduate within 18 months (MS in OT) or 24 months (OTD) of completion of the didactic coursework. This requirement may be extended if specific circumstances limit the ability of students to complete these criteria. The extension of this time would apply to all students within a given cohort and not specific individuals. The OT program director(s) has sole discretion to institute these modifications as necessary.
5. Failure to successfully complete a course on the second attempt.
6. Failure of two different courses (A grade of “B-” or better is required in every course.)
7. Behaviors deemed inappropriate, unsafe, or unethical for professionals or professional environments, or that put patients and others at risk for harm.
8. 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 coursework, capstone (OTD only) and fieldwork 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 Doctor of Occupational Therapy Program is a nine-semester sequence. Students must satisfactorily complete a total of 100 credit hours of coursework as outlined in the curriculum.

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.