

Progression in the OTD Program (Academic and Professional Skills Probation)

OTD Students are expected to meet identified criteria for academic, professional skills, fieldwork, and the doctoral experience and capstone for satisfactory progression in the OTD program and remain in good academic standing. Students must complete all coursework successfully (C or higher) to move on to the next semester. Academic performance is reviewed at the end of each semester by the students' academic advisor. Students are also assessed on their professional skill behaviors every midterm by their faculty advisor and/or an appointed faculty. In the event that a student is not meeting the identified criteria for academic and professional skills, the Chair of the Academic and Professional Skills Standards Committee is notified, and appropriate notification of the student will take place. (See Academic and Professional Skills Standards Committee policy) Details about expectations are outlined below.

Academic Progress

Expectations

The student shall:

- Maintain a minimum cumulative grade point average of 3.0 throughout the OT Program
- Maintain a minimum grade point average of 3.0 in all core OT courses each semester and throughout the curriculum
- Pass all required OT courses with a minimum grade of C.
- Achieve an overall grade of 73% or higher on exams in all OT courses.
- It is rare for a student to need an extension beyond the 9 semesters to complete the program. Students must complete all fieldwork experiences and the doctoral experience within 2.5 years following the completion of didactic academic coursework in the professional program. (end of the 6th semester is completion of didactic coursework, prior to fieldwork experiences). Students must complete the program in its entirety in 5.5 years.

Deficits

- If a student earns less than minimum grade point average requirements or less than a C- in any course at midterm, he/she must develop an action plan for success with input and follow up from his/her advisor.
- During the first semester, first year of the OT program, all students must achieve a minimum 2.75 GPA in OT coursework or he/ she will be dismissed from the OT Program.
- If grade point requirements are not met by the end of a semester of enrollment, the student is placed on academic probation. The student will write or update the action plan for success and present it to the faculty at large within 10 academic days of notification of GPA deficit. Further meetings with the faculty will be determined based upon student's progress, input from the OT Academic & Professional Standards Committee, and advisement from advisor or faculty input/assessment. A student must meet minimum grade point requirements by the end of the following semester of full-time enrollment. Two consecutive semesters with a grade point average below minimum requirements of 3.0 may result in dismissal from the program.
- If a student fails a class with a D or an F, the student is dismissed immediately from the OT program.
- If a student does not achieve an overall grade of 73% or higher on exams in all OT courses during any semester of enrollment, they are placed on academic probation for the following semester. If a student is unable to achieve the overall 73% on exams the following semester of full-time enrollment, they may be dismissed from the OT program.

Professional Skill Progress

Expectations

The student shall:

- Meet minimum standards of standards of ethical performance as specified in the American Occupational Therapy Association Code of Ethics
- Abide by University of Mary and departmental policies and procedures.
- Meet Essential Student Functions as outlined in the Occupational Therapy Student Handbook.
- Meet the following levels of professional skill development:

- Year 1 students: “Novice Level Competency”
- Year 2 students: “Beginning Level Competency”
- Year 3 students: “Developing Level Competency”
- Student evaluations completed by any one faculty member which have any areas identified as unacceptable are considered unsatisfactory.
- Have an evaluation with all professional skills being identified as “concerned”, “appropriate” or “exceeding” expectations to begin a Level I Fieldwork experience.
- Have an evaluation with all professional skills appropriate or exceeding expectations to begin a Level II Fieldwork experience.

Deficits

- If a student receives an unsatisfactory professional skills evaluation in any semester, the student is immediately placed on professional skills probation and may not progress to level I or II clinical fieldwork experiences.
- The student must develop a plan of action for success and present it to the faculty at large within 10 academic days of notification of professional skills deficit. Further meetings with faculty will be determined based upon student’s progress, input from the OT Academic & Professional Standards Committee, and advisement from advisor or faculty input / assessment.
- A student must meet minimum professional skill requirements by the next midterm student evaluation of the semester of full-time enrollment. If a student receives a second unsatisfactory professional skills evaluation at midterm, the student must demonstrate significant progress in professional skills development by the end of that semester of full-time enrollment or he/she may be dismissed from the OT program.
- A student who is placed on professional skills probation two or more times (nonconsecutive) during the course of the OT Program, may be dismissed from the OT Program.
- A student may be immediately placed on professional skills probation if he/she demonstrates unethical behavior or conduct in opposition to Occupational Therapy Code of Ethics and Ethics Standards (2015), or the policies and procedures of the University of Mary and the Department of Occupational Therapy. This may occur outside of the semester evaluation meeting.
- The advisor and/or the Academic & Professional Standards Committee will notify the student in writing of probationary status or potential dismissal.

Clinical Fieldwork Progression

Expectations

The student shall:

- Demonstrate academic competency in all co-requisite coursework and competency exams.
- Demonstrate required level of professional skills evidenced by professional skills evaluation.
- Pass all level I fieldwork experiences before advancement to level II fieldwork experience.
- Complete all level II fieldwork experiences prior to advancing to the Occupational Therapy Doctorate Experience and Capstone

Deficits

- Failure of a Level I fieldwork experience will result in dismissal from the OT Program.
- A student who receives a failing grade in or withdraws from a Level II fieldwork experience must repeat the clinical experience. Level II fieldwork experiences may be repeated only one time. A second failure or withdraw will result in dismissal from the OT program.
- A student who fails a level II fieldwork experience must develop an action plan for success and meet with the occupational therapy faculty prior to being approved to repeat a fieldwork experience.
- A student who is asked to leave or does not complete a level II fieldwork experience prior to midterm due to poor performance will receive a grade of withdraw fail.
- A student who is asked to leave or does not complete a level II fieldwork experience at midterm or after due to poor performance will receive a grade of fail (F).
- A student who chooses to withdraw from a level II fieldwork experience will receive a grade of:
 - “Withdraw fail” if performance in not passing

- “Withdraw pass” if performance is passing.
- A student who is unable to complete a fieldwork experience due to unexpected medical conditions or unforeseen circumstances will receive a grade of incomplete if performance is satisfactory at time of discontinuation of the experience. Fieldwork will be rescheduled at the same site if possible; otherwise the academic fieldwork coordinator will secure and appropriate placement that is as similar as possible to the original placement. Please refer to Fieldwork Manual for additional information.
- The Academic Fieldwork Coordinator, and/ or the Academic & Professional Skills Standards Committee, and/or Program Director will notify the student in writing of his/her fieldwork status or potential dismissal.

Doctoral Experience & Capstone (DEC)

- A student who receives a failing grade in or withdraws from a Doctoral Experience and Capstone (DEC) must repeat the clinical experience. Doctoral Experience and Capstone (DEC) experiences may be repeated only one time. A second failure or withdraw will result in dismissal from the OT program.
- A student who fails a Doctoral Experience and Capstone (DEC) must develop an action plan for success and meet with the occupational therapy faculty prior to being approved to repeat a fieldwork experience.
- A student who is asked to leave or does not complete a Doctoral Experience and Capstone (DEC) prior to midterm due to poor performance will receive a grade of withdraw fail.
- A student who is asked to leave or does not complete a Doctoral Experience and Capstone (DEC) at midterm or after due to poor performance will receive a grade of fail (F).
- A student who chooses to withdraw from a Doctoral Experience and Capstone (DEC) will receive a grade of:
 - “Withdraw fail” if performance is not passing
 - “Withdraw pass” if performance is passing.
- A student who is unable to complete a Doctoral Experience and Capstone (DEC) due to unexpected medical conditions or unforeseen circumstances will receive a grade of incomplete if performance is satisfactory at time of discontinuation of the experience.
- The Doctoral Experience Coordinator, and/or the Academic & Professional Skills Standards Committee, and/or Program Director will notify the student in writing of his/her fieldwork status or potential dismissal.

Appeals Process:

- Assignments, Exams, or Course Grades: A student must try to resolve grade disputes with the course instructor. Grade decisions remain within the jurisdiction and rights of the course instructor. See the course syllabus for the channel of communication.
- An appeal may be used to respond to dismissal, retention and other policies related to Status in the OTD Program. The student should direct the appeal to the Program Director of the appropriate site within 10 academic days after receipt of notice of dismissal. The University of Mary Appeals Process shall be initiated at that point of the Program Director.
- Students are encouraged to review the Appeals Policy of the University of Mary.