STUDENT ACADEMIC POLICIES

Student Conduct

Academic honesty and integrity are fundamental to the mission of higher education and are required all health professions. Students are responsible for the honest completion and representation of their work and respect for others’ academic endeavors. The program follows the Eagle Eye policies defining academic misconduct, non-academic misconduct, and disciplinary actions. [http://www.uwlax.edu/StudentLife/uws14.html#14.02](http://www.uwlax.edu/StudentLife/uws14.html#14.02)

Occupational Therapy Grading Scale

Unless specified otherwise by the course instructor, students will be graded using the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>AB</td>
<td>88-92</td>
</tr>
<tr>
<td>B</td>
<td>83-87</td>
</tr>
<tr>
<td>BC</td>
<td>78-82</td>
</tr>
<tr>
<td>C</td>
<td>70-77</td>
</tr>
</tbody>
</table>

Grades below a C are considered failing in the Occupational Therapy Program.

Policies Regarding Coursework

**Remedial work**

Students should **not expect** to be given remedial work. Any remedial work or the retaking of a failed examination, quiz, or fieldwork assignment, etc. will be left to the discretion of the faculty member responsible for the course. If the course instructor deems that the student has not sufficiently mastered the course content, the student may be asked to redo assignments, tests, etc., until the student demonstrates a satisfactory level of competency.

**Missed Classes**

Students who are aware of an absence are expected to notify the instructor in advance by E-mail or phone. We recognize that unexpected events occur that may interfere with attendance. Vacations should be planned around the university schedule. See information on make-up below.

- Failure to attend three classes with no prior contact with the instructor is automatic grounds for dismissal from the program for non-academic reasons.

**Re-scheduling of exams due to illness or emergency**

Students are excused from a scheduled examination due to illness or an emergency. Whenever possible, students must notify the faculty prior to missing an examination. See information on make-up below.

**Re-scheduling of exams NOT due to illness or emergency**

Requests to reschedule an examination for reasons other than illness or emergency are at the instructor’s discretion and must be approved by the program director. See information on make-up below.
**Make-up of missed material and examinations**
Within one week of returning to class, the student must make arrangements with the appropriate faculty member to complete missed examinations and any other class material (labs, competency testing, quizzes, etc.). Within three weeks of returning to class, all class assignments, quizzes, presentations, and examinations previously identified by appropriate faculty member as incomplete must be completed. Students will be given an incomplete if the semester ends before the three week make-up period ends. **EXAMINATIONS WILL NOT BE GIVEN EARLY.**

**Extra Credit Policy**
It is the faculty’s expectation that students will master the course material because it represents a minimum level of knowledge and skills necessary for clinical practice. Extra credit opportunities are rarely given and are at the discretion of each course instructor.

**Progression Through the Curriculum**
The occupational therapy curriculum has been designed to be completed in a sequential fashion.

**Courses**
Coursework during each semester is inter-related, thus courses are taught in sequence and only one time per year. Students must complete all coursework within each given semester and remain in good academic standing in order to progress to the next semester coursework. See curriculum grid for sequence of courses.
Students are advised that dropping a course will result in a delay in completion of the program and additional tuition.

**Semester**
The occupational therapy curriculum is sequential. Each semester’s coursework builds on material from the previous semester. Students must complete each semester in sequence and in good academic standing.
Although students on academic probation are not in good academic standing, they are allowed to progress to the next semester after being put on probation. It is during this probationary semester that students have the opportunity to raise their grades.
Failure to demonstrate the mandatory professional behaviors (p. 27) will either delay progression or result in dismissal from the program.

**Fieldwork II**
Students must have completed all the academic course work and be in good academic standing to progress to level II fieldwork.

**Graduation**
Students must successfully complete the academic and fieldwork portions of the curriculum to qualify for graduation. After graduation, students are eligible to sit for the NBCOT certification examination and then state licensure examinations.

**Withdrawal**

**WITHDRAWAL WARNING** – Applies to dropping a course, leaves, or withdrawals from the program.

*Students are advised that…*
Depending on the time of the semester, withdrawal from the Occupational Therapy Program may result in tuition loss for that semester, a delay in completion of their Occupational Therapy Program studies, and additional tuition. Consult the graduate catalog and time table for specific detail.

All courses in the Occupational Therapy Program are sequential. Students must successfully complete courses in a given semester before proceeding to the next semester’s coursework. Students who withdraw from the Occupational Therapy Program will be required to wait a year for the courses to be offered again before continuing his/her studies.

All courses in progress at the time of withdrawal must be re-taken from the beginning of the semester of/when the student re-enters the Occupational Therapy Program.

Students are advised that curriculum changes may occur that would result in taking additional coursework to complete the curriculum.

Withdrawal from the Occupational Therapy Program will only be granted for one year. Students will be dismissed from the Occupational Therapy Program after being inactive for one year and they may not return to classes.

Dropping a Course

If a student wishes to drop a course, they are advised to consult with their occupational therapy faculty advisor to determine the ramifications of this action. The timetable has specific deadline dates for dropping a course and tuition refund information. Dropping a course has significant financial and professional ramifications for the student and students are requested to seek advice before making this significant decision. This decision would result in either an additional year of study or a withdrawal from the program.

Students are required to discuss this decision with the program director and obtain the signature of the department chair to drop a course.

Withdrawal From Occupational Therapy Program

Withdrawal from the Occupational Therapy Program is a serious decision with significant financial and professional implications including loss of tuition, time to degree, and potential future as an occupational therapist.

Students are required to discuss the situation and implications of the decision to withdraw with his/her advisor and the program director prior to withdrawal.

Permanent Withdrawal

Students who wish to no longer pursue the study of occupational therapy for any reason, need to be aware that withdrawal from the occupational therapy program has significant ramifications. If, at a later date, the student decides to study occupational therapy again, he/she will be required to re-apply and begin the program over. Note the general procedure above for withdrawal.

Leave of Absence

Students may request a leave of absence from the program for one calendar year. A leave may be granted when the student is experiencing extenuating circumstances that substantially interfere
with the completion of the occupational therapy program. A leave of absence is granted **ONLY WHEN STUDENTS ARE IN GOOD ACADEMIC STANDING.** At the end of the year of leave, the student must initiate a request to return to the program (see the Re-Entry to the Occupational Therapy program below). If the student has not initiated a request to return to classes, the student will be administratively withdrawn from the occupational therapy program by the program director. It is the student's responsibility to initiate this request to return.

**General Procedure to Withdraw from the Program**

If the student wishes to withdraw from the program, he/she schedules a meeting with his/her advisor and the program director to discuss the ramifications of the decision, possible options, and the students’ responsibilities to close out the semester. Regardless of the type of withdrawal, the student is required to submit a letter to the director of the Occupational Therapy Program stating:

- Date the withdrawal is effective
- Student's Name and ID number
- Statement of intent to withdraw from classes
- Reason for withdrawal
- Anticipated time frame (permanent or expected date of return)

If withdrawal is permanent, students must complete a request to withdraw from a graduate program available on the graduate studies webpage.

http://www.uwlax.edu/graduate/appeals.htm

If withdrawal (either permanent or temporary) occurs after classes begin, students must contact Student Life to formally withdraw from all classes.

**If withdrawal is temporary (i.e. leave of absence)**

If a student has withdrawn from the Occupational Therapy Program and wishes to re-enter, within the allowed one year time frame, the student is required to discuss the situation with his/her advisor and submit a letter to the program director stating:

- Request for re-entry
- Requested date of re-entry
- Specific list of coursework completed and courses in progress when student withdrew from the program.

If the student completed some courses successfully before withdrawing from the program, the faculty will determine which courses will be accepted in fulfillment of the requirements of the program upon re-entry. Depending on the circumstances, there may additional requirements the student must meet in order for re-entry. The program director will notify the student in writing of the conditions of re-entry to the occupational therapy curriculum within two weeks after the student has formally requested a temporary withdrawal.

The **student is responsible to** initiate the request for re-entry to the occupational therapy program. The formal request for re-entry must be submitted by **January 4th** for re-entry in the upcoming academic year. Failure to request re-entry to the occupational therapy
program or failure to meet the deadline to request re-entry will result in permanent withdrawal from the occupational therapy program. If at some point in the future, the student wishes to continue to pursue an occupational therapy education in the program, he/she must reapply for admission.

**Withdrawal from the OT Program: Dual Degree Students**

In the event that a dual degree student cannot or chooses not to complete the Occupational Therapy Program, the student may withdraw from the Occupational Therapy Program and from graduate studies and complete their Bachelor of Science degree in Psychology. In this event:

<table>
<thead>
<tr>
<th>All Occupational Therapy courses that are already part of an Occupational Therapy-Psych substitution that have been taken, and in which a passing grade has been obtained, will be acceptable on the Psychology major and will count toward the completion of the Bachelors of Science degree in Psychology.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Psychology major requirements which have not been taken, either a Psychology course or an Occupational Therapy-Psych substitution will need to be completed before the degree can be granted.</td>
</tr>
<tr>
<td>Any additional Occupational Therapy courses that were taken that were not part of an Occupational Therapy-Psych substitution will count as undergraduate credits taken at the 400 level.</td>
</tr>
<tr>
<td>The procedures for withdrawal from the Occupational Therapy Program are printed in the Student Withdrawal section of the Occupational Therapy Student Handbook. In addition, the following procedures apply to Dual-Degree Students.</td>
</tr>
<tr>
<td>It is the Dual-Degree student’s responsibility to consult the timetable for specific deadline dates and tuition refund information. Withdrawal must follow the university timelines to be processed and to receive any potential tuition refund.</td>
</tr>
<tr>
<td>As soon as the decision is made to withdraw, the Dual-Degree student must immediately contact the undergraduate psychology dual degree advisor to begin planning for completion of the Bachelor of Science degree in psychology. Students are advised that failure to contact this advisor in a timely manner may result in the inability to register for classes and potential delays in completion of the Bachelor’s degree.</td>
</tr>
<tr>
<td>Occupational Therapy Program faculty will contact the Psychology dual degree advisor to officially inform him/her that the student will not be completing the Occupational Therapy Program.</td>
</tr>
<tr>
<td>If a student wishes to continue to pursue a Masters of Science degree in Occupational Therapy after completion of the Bachelors of Science Degree in Psychology, he/she must apply for readmission to the Occupational Therapy Program. If accepted, the faculty will determine which, if any, of the previously successfully completed courses will be counted towards completion of the degree. This decision will be based on the grades achieved in the course, length of time since</td>
</tr>
</tbody>
</table>
course was taken, and the equivalency of the course previously taken with the course currently being taught.

Re-Entry to Occupational Therapy Program

If a student has withdrawn from the Occupational Therapy Program and wishes to re-enter, within the allowed one year time frame, the student is required to discuss the situation with his/her advisor and submit a letter to the program director stating:

- Request for re-entry
- Requested date of re-entry
- Specific list of coursework completed and courses in progress when student withdrew from the program.

If the student completed some courses successfully before withdrawing from the program, the faculty will determine which courses will be accepted. The program director will notify the student in writing of the conditions of re-entry to the occupational therapy curriculum. It is the student’s responsibility to initiate this request for re-entry to the program. Failure of the student to initiate this formal request will result in the student not being allowed to take occupational therapy courses. The request for re-entry must be submitted by January 15th for re-entry in the upcoming academic year.

Occupational Therapy Academic Standard

Students in the Occupational Therapy Program must maintain a cumulative 3.0 GPA on all occupational therapy coursework.

**Minimum Course Grade**
Students must obtain at least a “C” in each course. A grade of C is the minimal passing grade in the program. If a grade of D or F is received, students will be withdrawn from the program and graduate studies.

**Minimum Cumulative GPA**
If a student achieves less than a 3.0 cumulative average in any semester, the student will be placed on academic probation for the following semester.

**Academic Probation**
Students on academic probation are required to bring their cumulative GPA up to 3.0 after 9 additional graduate credits (usually that means by the end of the semester that they were placed on academic probation). Students may only be placed on academic probation once during the course of the occupational therapy program.

- Failure to achieve a 3.0 GPA in this time frame results in an automatic dismissal from the occupational therapy program, which will result in an automatic withdrawal from UW-L Graduate Studies.
This action may be appealed. See the “Appeals Section” in this manual for more information on the Appeals process.

**Dismissal from the Occupational Therapy Program: Academic**

- Students will be automatically dismissed from the program if they obtain grades of less than “C” (i.e. D or F) in any two courses throughout the eight semester program (this includes both didactic and fieldwork courses).

- Students will be automatically dismissed from the program if they obtain grades of less than “C” (i.e. D or F) in any two courses in the curriculum in one semester.

- Students will be automatically dismissed from the program if the student’s cumulative GPA is not raised to 3.0 after one semester on probation.

- Academic misconduct

  These actions may be appealed. See the “Appeals Section” in this manual for more information on the Appeals process.

Once a student has been dismissed from the Occupational Therapy Program, the student is not allowed to attend any courses within the program. Students are automatically dismissed from graduate studies upon dismissal from the Occupational Therapy Program. The Program director and the Graduate Studies office will notify the student about the dismissal status by letter. This letter includes the reasons and cites the academic policies that have not been met. Academic dismissal for any reason may be appealed. See the “Appeals Section” in this manual for more information on the Appeals process.

**DUAL DEGREE STUDENTS**

Dismissal from the occupational therapy program carries particular additional implications for Dual Degree students. Dual Degree students should consult Appendix “E” for specific policies regarding dual degree coursework for the completion of their bachelor’s degree in Psychology.

**Dismissal from the Occupational Therapy Program: Non-academic**

A student may be dismissed from the Occupational Therapy Program for the following non-academic violations:

- Failure to attend three classes in a semester (in a single course) without prior discussion with the course instructor or advisor.

- Failure or refusal to participate in classroom activities (verbal and non-verbal participation), evaluations (including practical and competency) classroom client experiences, community experiences, or fieldwork placements.
- Failure to demonstrate safety protocols during competency and practical examinations, client experiences (classroom or community), or on fieldwork experiences. This includes preventable injury to classmates or clients.
- Failure to follow policies and procedures, protect confidentiality and client’s rights in client experiences (classroom or community) or on fieldwork experiences. This includes failure to follow policies in this manual.

Violation of these behaviors will be brought to the student's attention and an individualized plan of correction developed with the advisor. Student failure to adhere to the plan of correction in the established time frames will result in automatic dismissal from the program.

These actions of the program may be appealed under the Appeal of Dismissal from the Occupational Therapy Program. See the “Appeals Section” in this manual for more information on the Appeals process.

Appeals

Academic Grade Appeals

Students who believe that the grade they received for a course does not reflect their performance in that course may dispute the grade and appeal. The University policies state that a grade appeal must take place before the end of the term immediately following the term in which the grade was recorded. However, since progression in the occupational therapy program is dependent on successful completion of course content from semester to semester, students must appeal the disputed grade before the beginning of the next semester after the grade was earned.

See Appendix A for specific information on how to file a grade appeal.

Non-Grade Appeals

There are two types of non-grade appeals: Type one is used when the student has concerns about the actions of instructors, program officials, fieldwork supervisors. Type two is used when the student wishes to appeal actions of the Occupational Therapy Program.

See Appendix B for specific information on the procedure for a non-grade appeal.

Appeals of Dismissal from the Occupational Therapy Program

Students may appeal the decision to dismiss the student from the program.

See Appendix C for specific information on how to file an appeal of dismissal from the occupational therapy program.