Academic Policies and Procedures: Academic Progression
Master of Occupational Therapy Program
Department of Communication Sciences and Disorders

**Purpose:**
A student must successfully complete all courses listed in the Plan of Study for the program and be informed of the progression, retention, graduation requirements of the program, and certification, and credentialing requirements of the profession upon completion of the program.

**Policy:**
Course progression is sequential and set by the program sequence to ensure student progression and retention in the program; graduation from the program, and knowledge of certification and credentialing requirements of the profession.

**Procedure:**

I. A student may continue in the program by maintaining a cumulative GPA of 3.0.

II. A student may only drop below a semester G.P.A. of 3.0 one time while enrolled in the program.

III. A grade of C in any course listed on the Study Plan requires that the student notify and schedule a meeting with his or her academic advisor prior to the start of the next scheduled term.

IV. Graduate students at Elmhurst College must receive a grade of C or above in order to pass a course. In addition, it is anticipated that students in the Master of Occupational Therapy program will learn the knowledge and skills required to receive grades of A or B in most or all of their courses. Students who receive a grade of “C+”, “C” or “C-” the first time will be asked to meet with their advisor and program director for remediation/review of course in which the “C+”, “C” or “C-” was received. Students who receive a grade of “C+”, “C” or “C-” in more than two of their courses will need to re-take courses in order to complete the program.

V. A final grade of D or F in a required course while enrolled in the MOT program will result in a student having to re-take the course at the next schedule interval in which the course is offered. This action may result in the student needing to withdrawal or taking leave of absence from the program until the course is scheduled. Repeat of a course follows the Department of Communication Sciences and Disorders for a course repeat.
Department of Communication Sciences and Disorders Policy for Repeating Courses: Courses taken within the Department of Communication Sciences and Disorders, Master of Occupational Therapy Program with grades of “D+”, “D”, “F”, Pass (P) or No-pass (NP) may be repeated only ONCE. Courses taken as P/NP credit must score a grade of “C” or higher for a P grade.

a. A failing grade of “D+”, “D”, “F”, or NP after a second attempt to successfully complete the course will result in dismissal from the program.

b. A student may appeal a final grade according to College Policy.

c. A student may appeal a decision for dismissal according to College Policy

Requirements for Graduation: Students in good standing in the Master of Occupational Therapy program at the time of graduation must:

a. Successfully complete all didactic course requirements for the Master of Occupational Therapy degree.

b. Have a minimum cumulative GPA of 3.0. (Students who receive a grade of “C+”, “C” or “C-” in more than two courses will need to re-take courses in order to complete the program).

c. Have successful completion of 24 weeks of supervised Level II Fieldwork within 24 months of successfully completing all didactic coursework.

d. Have successfully complete all program requirements within four years of matriculation.

NBCOT Certification:
Upon program accreditation and successful curriculum completion the graduates of the program will be eligible to sit for the NBCOT examination to become a practicing occupational therapist. The examination is administered by the National Board for Certification in Occupational Therapy (NBCOT), located at 12 South Summit Avenue, Suite 100, Gaithersburg, MD 20877. NBCOT’s phone number is (301) 990-7979, web address is www.nbcot.org.

NBCOT Eligibility: A felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure. For students with a concern in this area, NBCOT can be contacted directly for information related to the Early Determination and Character Review process for approval to take the NBCOT certification examination.
Purpose: Ensure an understanding of the conditions contributing to termination of the completion of a course of study.

Policy: Conditions contributing to the determination to terminate a student's enrollment in the program;

1. Failure to meet program GPA requirement.

2. Inadequate achievement or maintenance of professional performance, and/or performance deemed inconsistent with ethical standards of behavior for a member of a health profession.

3. Unsatisfactory progress toward completion of degree requirements.

Procedure:

I. The student will meet with the program director to discuss student termination and procedures.

II. Students have the option to appeal a dismissal decision in accordance with Elmhurst College Student Handbook 2017-2018 College Appeal Policy (page 15).

III. Applying for readmission does not guarantee readmission to the College.