

Policy 2.4 – Academic Progression, Probation and Dismissal

Reviewed 8/22

Purpose

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

Policy Statement

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

1. A student may continue in the program by maintaining a cumulative GPA of 3.0.
2. A student may only drop below a semester GPA of 3.0 one time while enrolled in the program.
3. A grade of “C” in any course listed in 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.
4. Graduate students at Elmhurst University must receive a grade of “C” or above 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 “A” or “B” in most or all 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 to develop an individualized plan for remediation/review of course in which the “C+”, “C”, “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 to complete the program.
5. A final grade of “D” or “F” in 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 MOT program for a course repeat.

Policy for Probation and Repeating Courses

Courses taken within the 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. While taking these repeated courses the student is on probation and failure to meet the grades during the probationary period will constitute as failing, as described below:

1. A failing grade of “D+”, “D”, “F”, NP after a second attempt to successfully complete the course will result in dismissal from the program.
2. A student may appeal a final grade according to Elmhurst University Student Handbook, Student Policy, page 11.
3. A student may appeal a decision for dismissal according to Elmhurst University Policy Student Handbook, Student Policy, page 11.

Requirements for Graduation

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

1. Successfully complete all didactic course requirements for the Master of Occupational Therapy degree.
2. Have minimum cumulative GPA of 3.0 (students who receive a grade of “C+”, “C”, “C-“ in more than two courses will need to re-take courses to complete the program).
3. Have successful completion of 24 weeks of supervised Level II Fieldwork within 24 months of successfully completing all didactic coursework.
4. Have successfully completed 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 Certification in Occupational Therapy (NBCOT), located at the One Bank Street, Suite 300, Gaithersburg MD, 20878. 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.