



Department of Occupational Therapy

Policy 25.0. *Student Progression*

POLICY PURPOSE

To identify the process for determining student retention and progression in the graduate Occupational Therapy program when minimum Academic or Professional Behavior expectations have not been met.

POLICY STATEMENT

When unsatisfactory academic or professional behavior issues arise, the student's performance or behavior will be reviewed by a Departmental Review Committee for consideration of progression. Issues related to student academic dishonesty or allegations of student cheating, are governed by Policy 22.0 Student Code of Conduct policy.

PROCESS + PROCEDURES

1. The Department of Occupational Therapy adheres to the University and College of Allied Health Sciences student progression policies and procedures.
 2. Faculty and students are referred to the Department of Occupational Therapy Student Academic Expectations and Professional Behavior policies and procedures for specified academic and professional performance criteria.
 3. When unsatisfactory academic or professional behavior issues arise, the student's performance or behavior will be reviewed by a Departmental Review Committee. The committee will be comprised of at least two faculty members of the Department of Occupational Therapy and one external faculty member of the CAHS. The student will be invited by email correspondence to address the committee. The Committee will review student and departmental documentation, as well as speak to the student and any involved faculty members. The Committee will review departmental policy and make will make a recommendation to the Chair of the Department as to student progression.
 4. The Chair of the Department will review the recommendations of the Departmental Review Committee and make a recommendation regarding suspension or dismissal from the program. This recommendation will be forwarded to the CAHS Dean for consideration.
 5. For information regarding the appeal process beyond the Department of Occupational Therapy, the student is referred to the CAHS Student Progression Policies and Procedures and the University Student Academic Appeals policy.
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