Purpose

As it is the mission of the Occupational Therapy Program to educate competent entry level Occupational Therapists, each student must achieve a level of success as outlined in the Benchmark for Admitted Students (OT-001). The program recognizes that situations may arise which may lead to a student not being able to achieve a minimum level of competence. Within a given course, or semester, the following remediation policy exists:

Please note that this policy serves in conjunction with Student Rights and Responsibilities as published in the Graduate Catalog 2013-14 and Undergraduate Catalog 2013-14.

POLICY

When a student fails to meet a departmental Benchmark for Admitted Students (OT-001) the Remediation and Dismissal Committee will be convened by the Department Chair.

The student will be notified in writing (sent to their current and permanent addresses) by the Department Chair of the problem, the convening of the committee, and the next step toward dismissal if the student does not participate. A copy of the notification will be placed in the student’s academic records.

The Remediation and Dismissal Committee will be convened and chaired by the Department Chair. The members of the committee will include the student, a student advocate (selected by the student, if desired), the Department Academic Advisor, the faculty member(s) involved, an additional faculty member, and the Department Chair.

The agenda for the meeting includes:

1. Identification of the matter(s) that precipitated the meeting and the published policy related to those matter(s).
2. A statement of the course of action toward final dismissal to be taken if the matters(s) are not resolved.
3. Discussion of the issues that precipitated the matter(s) at hand.
4. Development of a remediation plan to resolve the matters at hand.
5. Statement of the next steps toward dismissal if the remediation plan is not accomplished.
6. The steps toward final dismissal will include at least one additional meeting of the committee for the implementation of the final dismissal.

Following the meeting, the department chair will summarize the reasons for the meeting, who was in attendance, the remediation plan, and the steps toward dismissal if the remediation plan is not accomplished. The letter will be signed by the department chair and filed in the students’ academic records. A copy of the letter will be sent to the student (to both current and permanent addresses).

The implementation of the remediation plan and the outcomes will be monitored by the Academic Advisor. If the plan is not accomplished, the next steps toward dismissal, as stated in the summary letter, will be implemented.
If the student chooses not to acknowledge the call for the meeting, the remaining academic members of the committee (the Department Chair, the Academic Advisor, and the involved faculty member) will meet to implement published departmental policies. The student may appeal the decisions of the Remediation and Dismissal Committee to the College and University levels following published guidelines.

REFERENCES

Benchmark for Admitted Students (OT-001)
Graduate Catalog 2013-14
Undergraduate Catalog 2013-14

SPONSORS

Chair, Department of Occupational Therapy

REVIEW CYCLE

Annually

APPROVAL

Ben Atchison, Ph.D., OTRL, FAOTA
Chair, Department of Occupational Therapy

September 1, 2012
Date