

**Vagelos College of Physicians and Surgeons: Programs in Occupational  
Therapy**  
**POLICY ON SATISFACTORY ACADEMIC PROGRESS**  
**FOR FEDERAL STUDENT AID (FSA) RECIPIENTS**

**1. SATISFACTORY ACADEMIC PROGRESS**

*Master of Science*

Students enroll in the Occupational Therapy Master of Science (MS) program on a full-time basis (six semesters of continuous study). Continuous registration is expected until satisfactory completion of all requirements. All academic and clinical requirements must be completed in five years.

Leaves of absence are granted in certain extenuating circumstances. A student who must interrupt studies for an adequate reason such as sustained ill health or military service may be granted a leave of absence for a stated period, usually not to exceed one year.

A minimum of 63 points of approved course work is required. An average course load of 15 points a term is expected for full-time students. The maximum number of attempted points in order to achieve satisfactory progress in the required 63, is 73.

Satisfactory achievement must be earned in all courses and on all fieldwork experiences (including 24 weeks of full-time (or the equivalent) supervised field experience) in order to graduate from the OT programs. Satisfactory achievement is designated by no less than a 3.00 GPA per term. Continuing development of appropriate professional behaviors is also required for advancement throughout the Occupational Therapy program. Meeting and maintaining all medical and legal requirements of the University and of clinical sites are the responsibility of the student. Failure to meet or comply with any of these requirements may result in delay or termination of academic and/or clinical progression.

Satisfactory academic progress is monitored at the end of each semester through the review of every graduate student enrolled in our program on the following dimensions:

- Semester GPA;
- Professional development review;
- Clinical assignment review.

*Accelerated OTD*

Students enroll in the Accelerated Doctor of Occupational Therapy (MS/OTD) program on a full-time basis (three semesters of continuous study). Continuous registration is expected until satisfactory completion of all requirements. All academic and clinical requirements must be completed in 4.5 years.

# **Vagelos College of Physicians and Surgeons: Programs in Occupational Therapy**

## **POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL STUDENT AID (FSA) RECIPIENTS**

Leaves of absence are granted in certain extenuating circumstances. A student who must interrupt studies for an adequate reason such as sustained ill health or military service may be granted a leave of absence for a stated period, usually not to exceed one semester.

A minimum of 70 points of approved course work is required, however 44 credits will transfer in from the MS program, leaving 26 credits to be completed. An average course load of 10 points a term is expected for full-time students. The maximum number of attempted points in order to achieve satisfactory progress in the required 26, is 36.

Satisfactory achievement must be earned in all courses in order to graduate from the OT programs. Satisfactory achievement is designated by no less than a 3.00 GPA per term. Meeting and maintaining all medical and legal requirements of the University are the responsibility of the student. Failure to meet or comply with any of these requirements may result in delay or termination of academic progression.

Satisfactory academic progress is monitored at the end of each semester through the review of every graduate student enrolled in our program on the following dimensions:

- Semester GPA;
- Professional development review;
- Clinical assignment review.

### *Part time OTD*

Students enroll in the Post-Professional Doctor of Occupational Therapy (PPOTD) program on a part-time basis. Continuous registration is expected until satisfactory completion of all requirements. All academic and clinical requirements must be completed in 4.5 years.

Leaves of absence are granted in certain extenuating circumstances. A student who must interrupt studies for an adequate reason such as sustained ill health or military service may be granted a leave of absence for a stated period, usually not to exceed one semester.

A minimum of 36 points of approved course work is required. An average course load of 8 points a term is expected for part-time students. The maximum number of attempted points in order to achieve satisfactory progress in the required 36, is 46.

Satisfactory achievement must be earned in all courses in order to graduate from the OT programs. Satisfactory achievement is designated by no less than a 3.00 GPA per

# **Vagelos College of Physicians and Surgeons: Programs in Occupational Therapy**

## **POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL STUDENT AID (FSA) RECIPIENTS**

term. Meeting and maintaining all medical and legal requirements of the University are the responsibility of the student. Failure to meet or comply with any of these requirements may result in delay or termination of academic progression.

Satisfactory academic progress is monitored at the end of each semester through the review of every graduate student enrolled in our program on the following dimensions:

- Semester GPA;
- Professional development review;
- Clinical assignment review.

### **1.1 “AT LEAST AS STRICT...”**

All applicants to our program are considered without regard to financial status. Application for financial aid is made **after** a student is accepted for enrollment and matriculation. Students are held to the same academic standards regardless of whether they receive federal financial aid.

### **1.2 CONSISTENT APPLICATION**

All students are subject to the same policies. All students, regardless of the financial assistance they may receive, are subject to the same policies.

### **1.3 REGULAR EVALUATIONS**

Our Progress and Promotions Committee review academic progress for all students at the end of each academic semester. Off-cycle review of academic progress occurs on an ad hoc basis.

The committee, along with each student's advisor, meets to discuss progress. Verbal feedback to students by the advisor occurs after each semester's Progress and Promotions committee, usually in the beginning of the following semester.

### **1.4 GRADE POINT AVERAGE (GPA)**

#### *Masters*

The student's performance in a course is reported according to the following grade scale:

- A=4.00
- A-=3.67
- B+ =3.33
- B=3.00

# Vagelos College of Physicians and Surgeons: Programs in Occupational Therapy

## POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL STUDENT AID (FSA) RECIPIENTS

- B-=2.67
- C+=2.33
- C=2.00
- F=0

Grades of A through C are passing grades counting for credit toward the degree and accepted as the basis for advancement to a higher course with the following exception: ***students earning grades of C in clinical courses may require remediation before advancing to the next level of study.***

The grades of P and R are not included in the overall GPA calculation.

A student who receives a grade of **F** in a required course or fieldwork experience must repeat that course or fieldwork experience in our program and may do so only one time. A passing grade must be earned in the repeated course or fieldwork experience in order to be permitted to continue in our program and advance to the next level of professional courses or fieldwork.

The mark of **INC** (incomplete) is given to a student who has satisfactorily met all the requirements of a course but who has been compelled for reasons beyond their control to postpone certain assigned papers or reports. The outstanding work must be completed prior to the end of the next semester (unless a different time frame is required by the instructor) or before being permitted to advance to Level II fieldwork.

The mark of **P** (passed) is given for satisfactory Level II fieldwork education. A limited number of other courses are also offered for P/F grades.

### *Doctoral (MS/OTD and PPOTD)*

The doctoral programs use a letter grade system for core courses and Pass/Fail for the mentored courses. A grade of "B" and/or "Pass" is considered the minimum passing grade. A minimum GPA of 3.0 per semester is required to progress in the program.

Program grades are defined as follows:

- A=4.00
- A-=3.67
- B+ =3.33
- B=3.00
- F=2.67

# **Vagelos College of Physicians and Surgeons: Programs in Occupational Therapy**

## **POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL STUDENT AID (FSA) RECIPIENTS**

The mark of **INC** (incomplete) is given to a student who has satisfactorily met all the requirements of a course but who has been compelled for reasons beyond their control to postpone certain assigned papers or reports. The outstanding work must be completed prior to the end of the next semester (unless a different time frame is required by the instructor).

**Required GPA:** In order to continue in good standing, students must maintain an average term grade of B (3.00 points). Students who fall below the average will be placed on financial aid warning for one term. To continue in the program, the student must achieve a B average during the following term. Any student unable to achieve this average, or not meeting SAP a second time, is subject to dismissal.

A student failing more than one course at any time during the student's tenure in the Programs in Occupational Therapy may not continue in the program. Failure of one course results in required repetition of that course before being permitted to advance to the next level of professional course work or fieldwork. The failing grade (F) remains on the student's official transcript and is included in the academic record, whether or not the student repeats the course and passes it after the second attempt. The courses in the first semester serve as prerequisites for the second-semester courses. All courses in each subsequent semester serve as prerequisites for the next semester. A student who has failed one course is automatically placed on academic probation, and may be placed on a leave of absence until the course is satisfactorily completed.

For the Masters program, grades of C in required courses are subject to faculty review. In clinical courses that are prerequisites to fieldwork, the record of students receiving less than B- are subject to review prior to Level II fieldwork. This review may conclude that fieldwork is to be postponed until the student achieves the desired level of competence in the clinical course.

### **1.5 MAXIMUM TIME FRAME AND PACE OF COMPLETION**

#### *Masters*

Students can expect to complete the program in twenty-four calendar months. All students must complete the entire program at a minimum pace of 86% per term. In instances where a student may withdraw from the program, be granted a leave of absence, or interrupt the program of study because of mitigating circumstances, a determination of satisfactory progress will be subject to faculty review. All academic

# **Vagelos College of Physicians and Surgeons: Programs in Occupational Therapy**

## **POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL STUDENT AID (FSA) RECIPIENTS**

and clinical requirements must be completed within five years from the initial date of matriculation.

Students are allowed to attempt a maximum number of 73 points in order to obtain the required 63 for graduation from the program. Points above 73 will not be eligible for federal financial aid. The maximum time frame is therefore 116% of the stated program length.

Students must maintain at least a 3.00 (B) average.

### *Accelerated OTD*

Students can expect to complete the program in twelve calendar months. All students must complete the entire program at a minimum pace of 86% per term. In instances where a student may withdraw from the program, be granted a leave of absence, or interrupt the program of study because of mitigating circumstances, a determination of satisfactory progress will be subject to faculty review. All academic and clinical requirements must be completed within 4.5 years from the initial date of matriculation.

Students are allowed to attempt a maximum number of 73 points in order to obtain the required 26 for graduation from the program. Points above 73 will not be eligible for federal financial aid. The maximum time frame is therefore 116% of the stated program length.

Students must maintain at least a 3.00 (B) average.

### *Part Time OTD*

Students can expect to complete the program in twenty four calendar months. All students must complete the entire program at a minimum pace of 86% per term. In instances where a student may withdraw from the program, be granted a leave of absence, or interrupt the program of study because of mitigating circumstances, a determination of satisfactory progress will be subject to faculty review. All academic and clinical requirements must be completed within 4.5 years from the initial date of matriculation.

Students are allowed to attempt a maximum number of 73 points in order to obtain the required 36 for graduation from the program. Points above 73 will not be eligible for federal financial aid. The maximum time frame is therefore 116% of the stated program length.

Students must maintain at least a 3.00 (B) average.

**Vagelos College of Physicians and Surgeons: Programs in Occupational  
Therapy**  
**POLICY ON SATISFACTORY ACADEMIC PROGRESS**  
**FOR FEDERAL STUDENT AID (FSA) RECIPIENTS**

**1.6 EFFECT/TREATMENT OF “ATYPICAL” COURSES/SITUATIONS**

**1.6.1 EFFECT OF INCOMPLETES**

*Masters*

All courses in each semester serve as prerequisites for the next semester. Any course that is not completed will result in the student not being able to progress to the next semester. Courses completed with a grade of Incomplete (“I”) count towards the number of credits attempted but not the number of credits completed. Incomplete grades do not contribute to the GPA calculation.

*Doctoral*

Students are allowed to progress in the program with Incomplete course grades. Courses completed with a grade of Incomplete (“I”) count towards the number of credits attempted but not the number of credits completed. Incomplete grades do not contribute to the GPA calculation.

**1.6.2 EFFECT OF WITHDRAWALS**

*Masters*

A withdrawal from any course will result in the student not being able to progress to the next semester. A “W” contributes to the number of credits attempted, but it does not contribute to the number of credits completed or the GPA calculation.

*Doctoral*

A “W” contributes to the number of credits attempted, but it does not contribute to the number of credits completed or the GPA calculation.

**1.6.3 EFFECT OF COURSE REPETITIONS**

A student failing more than one course at any time during the student’s tenure in the Programs in Occupational Therapy may not continue in the program.

Failure of a single course results in required repetition of that course before the student is permitted to advance to the next level of professional course work or fieldwork. The failing grade (F) remains on the student’s official transcript and is included in the academic record, whether or not the student repeats the

# **Vagelos College of Physicians and Surgeons: Programs in Occupational Therapy**

## **POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL STUDENT AID (FSA) RECIPIENTS**

course and passes it after the second attempt. Credits and grades received in repeated courses count towards the GPA and credits attempted/completed in the same manner described for courses that were not repeated.

### **1.6.4 EFFECT OF DUAL DEGREES**

Any student in the dual-degree program receives both degrees at the same time. The dual-degree program takes 3 years to complete. The full-time clinical experience may be completed at the end of the academic course of study for both degrees. The student will be able to take the occupational therapy certification exam after receiving both degrees. For dual degree students, the OT GPA is determined by the grades received while in residence at OT and includes all courses taken in those semesters.

### **1.6.5 EFFECT OF ADVANCED STANDING**

There is no advanced standing in the Occupational Therapy Programs.

### **1.6.6 EFFECT OF TRANSFERS OF CREDIT FROM OTHER SCHOOLS OR INSTITUTIONS**

#### *Masters*

Upon matriculation, students may, with faculty approval, transfer a maximum of 3 semester credits of elective graduate course work from another regionally accredited college or university toward satisfying the degree requirements; or up to 15 semester credits if requesting a transfer of courses taken within an accredited occupational therapy program. Courses must carry graduate credit and must be evaluated with a letter grade; the minimal acceptable grade is **B**. Requests should be submitted in writing to the Admissions Office with a university catalog that contains the course description or syllabi (preferred).

These credits will be applied to the 63 required credits. All transfer credits are counted as earned and attempted. Transferring of credits does not shorten the length of time to complete the program.



**Vagelos College of Physicians and Surgeons: Programs in Occupational  
Therapy**  
**POLICY ON SATISFACTORY ACADEMIC PROGRESS**  
**FOR FEDERAL STUDENT AID (FSA) RECIPIENTS**

*Doctoral*

Our doctoral degrees transfer in credits, which are counted as attempted and earned, from other Occupational Therapy programs or other doctoral programs to satisfy the degree requirements.

**1.6.7 EFFECT OF CHANGES OF MAJOR OR PROGRAM OF STUDY**

This is not applicable.

**1.6.8 EFFECT OF EMERGENCY DECLARATIONS AND UNIVERSITY-WIDE CHANGES**

In the event of a national or state-wide emergency, and/or where a pass/fail grading system is implemented University-wide:

Any courses graded as pass/fail will be counted in the total number of attempted hours.

When a course is successfully completed and given a grade of “P”, the credits are added to the total number of attempted and earned credits hours; but, the Pass grade is not included in the GPA calculation.

When a course is **not** successfully completed and the student is given a grade of “F”, it will be treated as a standard grade of “F” and this will negatively impact the progression and GPA of the student.

Any student who fails a SAP assessment as a result of a qualifying emergency will be allowed to submit an appeal, even if an appeals process is not included in the individual school’s SAP policy.

Any and all treatment of Satisfactory Academic Progress (SAP) updates and changes will abide by existing statutory regulation on SAP, any temporary statutory relief provided by Congress,

**Vagelos College of Physicians and Surgeons: Programs in Occupational  
Therapy**  
**POLICY ON SATISFACTORY ACADEMIC PROGRESS  
FOR FEDERAL STUDENT AID (FSA) RECIPIENTS**

and any temporary guidance provided by the Department of  
Education (ED).

**1.6.9 MANUAL ADJUSTMENTS DUE TO SYSTEM LIMITATIONS**

In cases in which there are any limitations or nuance of a student's academic records in SIS or any other system in use for the storage of academic records, such that what is reflected in the system does not fully represent what is utilized for measuring academic progress in accordance with academic policy, the Office of Financial Aid will accept the decision of advisors in the Office of Academic/Student Affairs as overriding the data in SIS.

**1.7 STATUS DEFINITIONS**

In order to continue in good standing, students must maintain an average term grade of B (3.00 points). Students who fall below the average will be placed on academic probation. To continue in the program the student must achieve a B average during the following term. When the B average and Pace are attained, the student is considered making SAP. Any student unable to achieve this average, or not meeting SAP a second time, is subject to dismissal.

Students who fail to meet SAP for one term will receive a written Financial Aid Warning notice.

**Financial Aid Warning**

A student who fails to meet SAP (excluding maximum time frame) at the end of an enrollment period will be placed on "financial aid warning," not to exceed one enrollment period. During the "financial aid warning" enrollment period, the student may receive federal financial aid despite the determination that the student is not meeting SAP standards. The student must meet SAP standards at the end of the financial aid warning period or will become ineligible for further financial aid.

**Financial Aid Probation**

If, at the end of the "financial aid warning" enrollment period the student fails to meet SAP, they will be ineligible for further federal aid. That is, the student must pay for any additional course enrollment during the next enrollment period through personal or private funds. Should extenuating circumstances exist, the student may appeal. If the appeal is successful, the student will be placed on financial aid probation and will be eligible for federal aid for the subsequent term. At the end of the financial aid probation

# **Vagelos College of Physicians and Surgeons: Programs in Occupational Therapy**

## **POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL STUDENT AID (FSA) RECIPIENTS**

term, the student's SAP will be reviewed to determine whether they are meeting SAP requirements and/or their academic plan.

### **1.8 PROVISION FOR A FINANCIAL AID WARNING STATUS**

Per federal regulations, because the College evaluates academic standing each term, a Financial Aid Warning is used to indicate a student not meeting SAP is at risk of losing federal aid eligibility. Any student in their first term of academic probation is sent a letter which includes the requirements for returning to good standing.

### **1.9 APPEALS**

**Academic Grievance Issues:** Any student in the Program in Occupational Therapy who disagrees with a decision that affects their standing in the program has the opportunity to appeal. The appeal must be made in writing within seven working days from the date the student is notified of the decision and submitted to the Academic Standing Committee.

The appeal shall set forth a concise statement of the incident to include times, dates, people involved, the grounds for the appeal, and the specific request that the student is making. The following information provides an outline of what is required in the student's appeal:

- Why the student believes they failed to make SAP; and
- What has changed in the student's situation that will allow her to meet SAP requirements at the next evaluation.

Acceptable appeals (i.e., death in the family) will be considered on a case-by-case basis.

#### **Procedure**

The student who disagrees with a decision must first try to resolve the issue at the point of origin with the person or persons concerned or request a review by the Academic Standing Committee (within the program). If the issue cannot be resolved in this manner, the following 5 steps need to be followed in consecutive order:

1. The Director of the Program in Occupational Therapy will convene the Program Grievance Committee and issue a recommendation.
2. The Chair of the Department of Rehabilitation and Regenerative Medicine will review the issue and issue a recommendation.

# **Vagelos College of Physicians and Surgeons: Programs in Occupational Therapy**

## **POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL STUDENT AID (FSA) RECIPIENTS**

3. The Vice Dean for Education for the Vagelos College of Physicians and Surgeons will convene a grievance committee and issue a recommendation.
4. A Committee of the Faculty Council, Vagelos College of Physicians and Surgeons, will review and issue a recommendation.
5. The Dean will issue a decision.

### **Nature of the Appeal**

If a student chooses to appeal a decision, the appeal must be presented as follows:

1. The appeal shall set forth a concise statement of the incident to include times, dates, people involved, the grounds for the appeal, and the specific request that the student is making.

The following information provides an outline of what is required in the student's appeal:

- Why the student believes they failed to make SAP; and
- What has changed in the student's situation that will allow her to meet SAP requirements at the next evaluation.

Acceptable appeals (i.e., death in the family) will be considered on a case by case basis.

2. The appeal shall be filed with the appropriate person within seven working days following the incident in question.

Every effort should be made to resolve the appeal at the level at which it occurs. If at any step the appeal is not resolved to the satisfaction of the student, the student may pursue the matter at the next step according to the procedure outlined above.

The Program Director notifies the student of the committee's decision within three working days of the committee's formal determination.

The Office of Student Financial Aid and Planning is notified if the decision is a leave of absence or dismissal.

### **1.9.1 ACADEMIC PLANS**

A SAP Academic Plan outlines the specific plan/corrective action to improve academic progress. Students will be required to follow the

**Vagelos College of Physicians and Surgeons: Programs in Occupational  
Therapy**

**POLICY ON SATISFACTORY ACADEMIC PROGRESS  
FOR FEDERAL STUDENT AID (FSA) RECIPIENTS**

SAP Academic Plan in order to receive federal, state and institutional financial assistance. Students must be enrolled only in the course work listed on their SAP Academic Plan, meet minimum completion rates, and be making progress each semester toward all SAP requirements, as outlined by the School, by the Academic Plan projected end date and/or graduation date to retain Title IV eligibility. Failure to meet the terms of the Academic Plan will jeopardize eligibility for federal, state and institutional financial assistance.

**1.10 RESTORING ELIGIBILITY**

Eligibility is restored when one achieves satisfactory academic progress, per either the guidelines or with the aid of a student-specific academic plan. If one is on a leave of absence, eligibility is restored when the student resumes their matriculation.

**1.11 NOTIFICATIONS**

The Program Director sends a letter (via email) to any student on academic probation, or regarding the decision to allow a leave of absence.