

Occupational Therapy Department Academic Policy

Changes Effective July 1,2025

Academic Advisement

Students are formally advised by an occupational therapy faculty member, who is assigned as their academic advisor upon the students' admission to the program. Students are required to schedule a meeting with their academic advisor at least once per semester. The purpose of this meeting is for formal evaluation of student academic progress, conduct and responsibilities to enter the profession, fieldwork and doctoral capstone progression, all of which are documented on the student's Professional Development Plan. If the students assigned faculty advisor is not an occupational therapy practitioner and the student needs advisement from a practitioner, the faculty advisor ensures additional advisement occurs. Students have access to advisement by faculty who are occupational therapy practitioners on a regular basis in their coursework. Students are also advised at the course level by the instructor of record who has expertise in the area of study. Students receive advisement for fieldwork from the academic fieldwork coordinator and for the doctoral capstone from the doctoral capstone coordinator. Students also have an assigned doctoral capstone mentor who is a faculty member.

Overview of Progression, Retention, and Graduation Requirements:

The OT Department follows the School of Graduate Studies policy that is as follows: [a] cumulative grade point average (GPA) of at least 3.00 for all work taken as a graduate student while registered in the UND School of Graduate Studies must be maintained in order to remain in satisfactory academic standing in the School of Graduate Studies. In addition to maintaining the required GPA, satisfactory performance also includes, but is not limited to, satisfactory research performance, a satisfactory GPA in the major, satisfactory performance in examinations, such as the comprehensive examination, or satisfactory performance in other specific program requirements.

The academic standing and progress of degree seeking students will be reviewed by the departments and Faculty Advisory Committee periodically to ensure that appropriate progress is being made toward the degree.

The academic standing of all graduate students whose cumulative GPA falls below 3.00 will be reviewed at the end of each academic term by the Dean of the School of Graduate Studies. Students having accumulated 9 or more credit hours will be placed on academic probation for one semester; students having accumulated fewer than 9 credit hours will be placed on academic probation until either:

1. the GPA is raised to at least 3.00, or
2. 9 graduate credit hours are accumulated; whichever occurs first.

If, at the end of the probationary period, the GPA is still less than 3.00, the student may be dismissed.

Students may be dismissed from the School of Graduate Studies for failure to maintain the required academic standing as described in this graduate catalog. Dismissal from the School of Graduate Studies will be noted on the transcript. The Graduate Committee will hear grievances brought by graduate students regarding dismissal decisions made by the Dean of the School of Graduate Studies. No decision on dismissal will be reached until a minimum of 9 graduate credits has been accumulated. A student who has been dismissed from the School of Graduate Studies will not be allowed to take any graduate courses or enter any graduate program at the School of Graduate Studies.

OT Department Student Academic Probation and Dismissal:

To remain in satisfactory academic standing in the Occupational Therapy Program, a cumulative grade point average (GPA) of at least 3.00 for all work taken as a graduate student while registered in the University of North Dakota (UND) School of Graduate

Studies must be maintained. Additionally, students must earn a “C” or higher to successfully pass a course in the UND OT Program and remain in satisfactory academic standing. Please reference the OT Grading Scale for further grade-related details.

Cumulative GPA

Academic standards probation is automatically in effect for any student whose cumulative GPA is less than 3.0 at any time in the UND Occupational Therapy Program. The student continues academic standards probation until their cumulative GPA is greater than or equal to 3.0 at which point the probationary status will be discontinued.

Once on academic standards probation, the student must improve their cumulative GPA each semester. If at any point in subsequent semesters the student’s cumulative GPA does not improve, the student would need to petition the faculty to remain in the program. Majority affirmation from the faculty is required for the student to remain in the program. A petition from the student must be received within one week of semester grades being posted. In the petition letter, the student must address the following: a) brief background of the student’s academic standing in OT and progress to that point, b) a review of their performance on assignment and exams in courses where a C was received, c) review of academic resources used by the student in the semester, d) description of any challenges/unforeseen circumstances, e) plan for improving GPA within the next semester, and f) description of what academic grades the student would need to earn to have academic probation discontinued. In addition, if it is mathematically impossible for the student to achieve a cumulative GPA of 3.0 or above in subsequent semesters, the student will be dismissed from the program.

Consequences of not receiving a passing course grade

A student who does not pass (i.e., earning a D, F or U grade) a professional level academic course in semesters 1 or 2 will be terminated from the professional program and may not petition to remain in the program. Students may reapply to the program at the next admission cycle providing their GPA meets the admissions requirements. A student in semesters 3-8 who does not pass an academic, fieldwork or doctoral experience course (i.e., D, F or U grade) may petition to remain in the program.

The student may petition to remain in the program on academic probation and retake the course. However, this means repeating the course, which will cause the student to be behind their class and graduate later. Students must complete all fieldwork and doctoral experience components within 36 months of completing didactic course work (semester 5). *Please refer to the policies on probation and termination.*

Guidelines utilized by the UND Occupational Therapy faculty to assist in making their decisions regarding these types of petitions might include:

- Student's successful completion of concurrent coursework,
- Professional behavior and active participation in the program,
- Extenuating circumstances (such as death of a family member, illness, pregnancy), and
- Other similar items that pertain to performance and progress.

Majority affirmation of the full OT Department faculty must be received. If majority affirmation is not received, the student will be dismissed from the professional program and their registration cancelled. This final departmental decision may be appealed by the student according to the appeal policies of the UND School of Medicine and Health Sciences and the UND.