

## **OCCUPATIONAL THERAPY DEPARTMENT POLICIES**

### **Line of Communication**

Students must follow the proper line of communication:

Student—Instructor—Chairperson—Associate Dean, Health Sciences—Dean, School of Medicine, and Health Sciences.

### **Appointments with Faculty Members**

If you wish to meet with a faculty member, please follow the directions provided on the course syllabus. If you currently do not have a course from the faculty member, please email or call the faculty member to arrange an appointment.

### **Academic Advisor**

Every professional level student has an occupational therapy faculty member assigned as their advisor. Faculty expects each student to schedule a meeting with their academic advisor at least one time per semester to ensure satisfactory completion of all requisite course work and their Professional Development Plan. The student must consult with their professional level advisor(s) about completion of the necessary credits, and where required, obtain the advisor's signature for approval of course work. The student may be assigned a new advisor based on their doctoral experience.

### **Addressing Faculty**

In keeping with the standards of both the School of Medicine and Health Sciences and professional work environments, students will address faculty by title, rather than by first name. Faculty will be referred to as Dr. followed by their last name. Where the faculty member does not yet have the doctoral title, the faculty member will be referred to as "Professor." This policy extends to classroom, email, mail, phone, and personal contact.

### **Personal Computer**

All students coming into the program are required to have a laptop, either a PC or an Apple. Students are provided with specific computer requirements in their admission packet.

### **Student with Disabilities: Accommodation Request**

Students who are requesting accessibility accommodations for their courses are expected to register with Accessibility for Students. How to register can be found at <https://und.edu/student-life/accessibility-for-students/index.html> or by contacting them at 701-777- 2664 (Memorial Union Room 240).

For students in Casper, WY: once registered with UND Accessibility for Students, the student will need to provide recommendations to the Disability Support Services Counselor at Casper College and work with that office to arrange delivery of the accommodations, as necessary.

It is the student's responsibility to register and obtain verification from UND Accessibility for Students and notify their instructors and/or Academic Fieldwork Coordinator to request and arrange for accommodations. When requesting and working out arrangements for the specific accommodations, the student may be asked to provide proof of support from Accessibility for Students (Verification Accommodation document) updated each semester) to his or her course instructor(s) and to the Casper DSS if Casper DSS are assisting with accommodation delivery.

Students in Grand Forks authorized by the Accessibility for Students office for test-taking accommodations should schedule exams through their course instructor. Students in Casper can schedule through the Testing Center at Casper College. All scheduling on both locations must be completed at least two weeks in advance of the scheduled exam. Due to limited time and space students may be required to complete tests at alternate times.

### **Health Insurance Requirements**

Students are expected to have health insurance coverage throughout the program. It is the student's responsibility to provide verification of coverage to the department and to update the program as changes in the student's coverage occur.

### **Attendance**

The purpose of the attendance policy is to prepare students in this graduate-level program for a work environment. These policies were designed to promote the ethical course of action expected of the profession (AOTA, 2020). We want to promote responsible adult learners who are capable of determining when an absence is appropriate and reporting to the department in a timely manner.

American Occupational Therapy Association. (2020). Occupational therapy code of ethics. *American Journal of Occupational Therapy*, 74(Suppl.3), 7413410005.  
<https://doi.org/10.5014/ajot.2020.74S3006>

#### A. Class Attendance and Required Curricular Related Activities.

Success of students in the professional occupational therapy program is highly dependent on active and consistent participation. Students are expected to attend ALL classes and required curricular activities, arrive early, and dress in appropriate attire as described in the Dress Code Policy. (i.e., in lab, be in lab clothes at the start of class). Promptness is also expected following breaks within a class period. Absence from, or tardiness to, educational activities can negatively influence the academic success of the student and potentially, class group members.

#### B. Missing one class counts as an absence. If a student misses an entire day, it also counts as one absence. Please see extended illness directions for absences related to illness of more than one day.

1. Notification of Absence and/or Tardiness: Students must contact the department staff by phone [Casper: 307-268-2613 / Grand Forks: 701-777-2209], and course instructor(s) by email to inform of absence and/or tardiness. The student advisor will be notified when three absences and/or tardiness have been recorded.

- If a student does not report an absence and/or tardiness it is a violation of the OT Department Code of Conduct.

2. Three absences and/or repeated tardiness in a single semester may be considered unprofessional behavior.

- Three absences and/or repeated tardiness requires the student to initiate a meeting with their academic advisor. Advisor to discuss absence patterns. As appropriate, the

student will develop a plan to improve attendance. The meeting will be documented in the student's file.

- Four absences and/or repeated tardiness will result in a written communication from the department chair and placed in the student's file. The student must schedule a meeting with the advisor and department chair to discuss professional behavior concerns.

3. Extended Absences (i.e., more than 3 consecutive absences): The student is required to prepare a written notification prior to the absence and submit it to the department chairperson. The request will be reviewed by the faculty as a whole and placed in the student's file. In case of an extended illness (i.e., more than 3 consecutive days), the students will submit written documentation from their medical provider and return to class.

4. Responsibility for course content: It is the student's responsibility to acquire the information missed due to an absence. The student will be held responsible for all materials, notes, and course information presented in the course. To ensure the student's knowledge base, the instructor has the option to assign additional work for missed class time.

5. Examination Make-up:

- Please refer to exam policy.

**See Fieldwork Policies and Doctoral Experience Policies for attendance details related to these experiences.**

### **Student Leave of Absence**

A student may request a leave of absence by submitting to the Chair of the Department a written request that includes a list of the reasons for the leave, how the time will be spent and the planned date of return. All faculty will review the request and after discussion, vote on the request. A majority of faculty must vote in favor of the request in order for the student to be granted leave. The faculty, Department Chair and/or the School of Medicine and Health Sciences Associate Dean may specify conditions that must be met during the leave of absence period. A student will be granted a maximum of two leave of absences during the program.

Students returning from a leave of absence are required to complete an updated criminal background check. They must also update all requirements for fieldwork.

### **Dress Code**

Purpose: The purpose of the dress code policy is to assist students in preparing for professional contexts including all fieldworks and the doctoral experiential capstones. Students are expected to adhere to the dress code policy. Faculty and staff are expected to provide feedback to students about professional dress to support the student in preparing for the professional context. Faculty and staff will also adhere to the dress code.

**Business Casual Dress:** A general rule of thumb students can use is to be well-kept, professional and cover skin (belly, cleavage, and cracks). Bend vigorously to ensure clothing is still covered when moving as you would do on fieldwork.

Tops: Dress shirt, polo, collared shirt, nice t-shirt, sweatshirt, or sweater

Bottoms: Dress pants or capris of non-jean material; non-ripped dark or colored denim, skirts/dresses/kilts must be close to knee length. Leggings are permissible if the top covers bottom.

Footwear: Wear shoes appropriate for the classroom experience. If sharps are being used all

students must wear closed-toed shoes.

Regular Academic Classroom Attire: Students are required to wear business casual; however non-ripped jeans of any color are permissible when there is not a guest speaker. Brimmed hats are allowed on non-exam days. Longer shorts (closer to knee length) are permissible. If the department holds a special dress day, such as “sweatpants” day, students may wear the approved attire unless a guest speaker is present.

Attire for Labs: Dress in the direction of your instructor for the type and nature of the lab. Students should change for lab versus dress for lab for the day.

Attire for Guest Speakers or Presentations In-Class or Other Contexts: Business casual, no blue jeans. Students are required to dress in business casual on the days of presentations or guest speakers regardless of whether it is a “special dress day” i.e., holidays, sweatpants day.

Volunteer, Fieldwork and Doctoral Capstone: Follow the dress code of the facility. If uncertain, wear business casual and closed toed shoes.

### **Allergen Reminder**

In addition to clothing, the wearing of perfumes, colognes, essential oils, or other strong scents must be considered. These fragrance items can be airborne irritants and can trigger asthma, allergies, and other health issues in people with chemical sensitivities. As such, all students at SMHS locations should refrain from wearing heavily scented or liberally applied lotions, aftershave, hair sprays, colognes/perfumes, or other scents.

### **Grading and Evaluations**

**Courses taught in the department will utilize the following grading system.**

100 - 92% = A - Marked Excellence

91 - 84% = B - Superior

83 - 76% = C - Average

75 - 68% = D - Low (Not passing in courses in O.T. major)

Below 68% = F

In courses with S - U grading, S is at least a C. Any student earning 75% or less on a given assignment will be required to re-do that assignment until they achieve competency. Following completion of the assignment at the level of competency, the original grade will be recorded in the grade book. Assignments with failing grades due to late submission are excluded; late assignments will be reviewed for competency. Students with 75% or less at midterm will be given a deficiency with notice by the UND Registrar.

If a student scores 75% or less on any assignment or exam, it is highly recommended that the student schedule an appointment with their instructor or advisor.

### **Course Withdrawals**

Purpose: The purpose of the policy is to tie the petition to special circumstances- if a student had a special circumstance and withdrew, they can petition. It does not mean we have to approve the petition.

A student who withdraws from a course or the program and receives a special circumstances withdrawal from the UND Dean of Students may petition the faculty to remain in the program.

### **Student Evaluations and Professional Development Portfolio**

In addition to evaluation within each course, students are evaluated each semester through a self-evaluation and professional development portfolio process. The documents for the Professional Development Portfolio and each semester’s evaluation form are provided in the Appendix of this manual.

## **Fieldwork Readiness Evaluation**

An additional student evaluation is conducted by all faculty members in the middle of the spring semester to determine the readiness skills for Level II fieldwork. Students will be evaluated based on understanding occupation, the core of our profession, and demonstration of knowledge and professional behaviors related to the threads of the curriculum design. Students who require additional remediation regarding these elements based on the judgment of the faculty, will receive written notice, and will not be permitted to register for fieldwork credits until such remediation has occurred. (*Please see Appendix for the Fieldwork Readiness form*). See the section on fieldwork policies for details related to Level I and Level II fieldwork evaluations.

## **Examination Policies**

- Examinations are given in the class period at times set by the course instructors.
- Examinations are administered electronically unless there is an extenuating circumstance or technology difficulty (See “Examination Day Policies”).
- eMedley is the location for the official department record for exams in the OT Department. Student exam scores are retained in eMedley following the retention policy of the School of Medicine and Health Science.
- An individual student wishing to request a change of time or date for an exam *due to a known scheduled event* that conflicts with the exam time may request such a change by:
  - Submitting an exam change request stating the exact change requested and giving the reason(s) for the requested change. (See Appendix for Request for Exam Change petition form)
  - Forwarding the request form to the class instructor for signature indicating approval or disapproval.
  - Forwarding the request form to the Department Chairperson for signature indicating approval or disapproval. The chairperson will inform the instructor who will inform the student.
- A class wishing to request a change of time or date is to follow the same procedure above and include signatures *from all students* enrolled in the course.
- A student who misses a regularly scheduled exam *due to an unexpected absence* will contact the faculty member designated in the course syllabus to make arrangements as soon as possible. Drop quizzes are not permitted to be made up. The student scores a “zero” for that quiz.
- Arrangements for testing accommodation must be made by the student with the course instructor using their Accessibility accommodation verification each semester.
- Students are allowed to use earplugs during exams without accommodation. Earplugs must be foam or rubber inserts. Earphones with cords or wires, like noise cancelling headphones, computer headsets, and earbuds are not permitted.
- Course instructors will provide students with *one* opportunity to review the exam following the release of exam scores. The review format is at the discretion of the course faculty.
  - Exams are not available for review outside of the approved exam review time, including during the last week of each semester.

- Students are encouraged to take notes during the approved exam review period to assist with studying for final exams.
- Copying exam questions or capturing images during the exam review are strictly prohibited.
- Final examinations are to be held on the date and the time indicated on the OT Department's final exam schedule. Students should not make end-of-semester travel arrangements that will conflict with the final exam schedule.
- Final exam scores will be posted on Blackboard no later than the date final grades are due to the Registrar. Faculty members do not share final exam scores or course grades with individual students (i.e., email requests). Final semester course grades are released by the Registrar.
- Students are referred to the UND Code of Student Life for policies regarding academic dishonesty during examinations.

### **Examination Day Policies**

To provide the most conducive testing experience in the UND OT program, and to prepare students for the certification exam experience, the following examination day policies will be observed:

#### **Testing Environment**

- Students are to turn off cell phones and other electronic devices (including smart watches) and store them in backpacks, purses, etc. Please attend to this before entering the exam location.
- Desks and computers are to be clear of all objects and notes except for testing materials and writing tools, unless otherwise instructed.
- Students may have a drink (coffee cup, water bottle), if the classroom allows it. Eating during examinations is not permitted.
- Students are to remove caps and hats with brims during exams.
- Students are allowed to use earplugs, if they are not connected with strings or wires, during exams without accommodation. Earplugs must be foam or rubber inserts. Noise cancelling headphones, computer headsets, and earbuds of any sort are not permitted.
- Professors will not answer questions pertaining to subject matter on examination days (i.e., as the class is gathering for the exam). Students are expected to address content related questions with faculty during class time or scheduled meetings.
- Students will not ask content related questions during the exam. Questions related to the exam format, technology, or clarification of a term should be addressed with the instructor directly and with limited distraction to other students.
- Students will not leave the room and return during an exam, except in the case of an

emergency (i.e., sudden illness, etc.).

- When completing the exam and leaving the room, students will make every effort to limit noise and distraction (i.e., close the door quietly, avoid congregating and talking loudly outside the exam room, etc.) for those still completing the exam. If students need materials (cell phones, books, etc.) from backpacks or bags, please take the bag into the hall before removing items.

### **Testing Technology**

- For computerized examinations, students should assure their computers are in good working order by running any necessary updates, checking internet connections, and downloading exams as instructed by faculty. These actions should be completed BEFORE entering the room to take the exam.
- Students are allowed 1 piece of blank paper provided by the instructor. Students are to turn in the paper with their name on it upon completion of the examination.
- In the event of technology issues, faculty will provide the student with a paper exam. The course instructor will be responsible for entering responses into the electronic testing software on the student's behalf.

Failure to follow these policies may be grounds for review of the incident by faculty. Outcomes from this review may range from an advisement meeting with the student's department advisor and a note in the student's file. The OT Student Code of Conduct and processes will be followed.

### **Course Assignments**

Students will be informed in advance of the dates that assignments are due.

- In a graduate program, it is expected that students are proficient in the utilization of standard writing mechanics such as the proper use of punctuation and grammar. Students are also responsible for following APA guidelines when indicated by style of writing or instructor direction. All written assignments should be presented in a professional and logically organized manner. Course instructors will indicate the expectations and associated point deductions for written assignments in the corresponding assignment rubric. Students having difficulty meeting the writing requirements are expected to utilize resources such as the UND Writing Center and Blackboard Smarthinking Writing feature to assist with improving their writing skills.
- Assignments rarely are accepted in handwritten form (check with instructor). Grammar, spelling, sentence structure and neatness are important and will be included as part of the grading process in addition to the content of the assignment.
- If for some reason a student is unable to turn in their assignment by the due date/time (illness, etc.), it is the student's responsibility to work with the course instructor in advance to specify a more appropriate due date. In rare instances a student may be unable to contact the course instructor

in advance of the assignment due date. In those rare instances it is the student's responsibility to contact the course instructor as soon as possible to determine the best course of action.

- Assignments not turned in at the time/date specified in the course syllabus, with no course instructor contact, will receive a lower grade according to the following:

24-48 hours past due date - lowered 1 grade.

48-72 hours past due date - lowered 2 grades.

72+ hours past due date - lowered 3 grades.

- Students are required to turn in all assignments even if submitted late.
- Students earning less than 76% on a given assignment will be required to re-do that assignment until they achieve competency. Following completion of the assignment at the level of competency, the original grade will be recorded in the grade book.
- If a student scores less than 76% on any assignment it is highly recommended that the student schedule an appointment with the course instructor or their advisor.
- In the OT program at the University of North Dakota, students will be required to produce a variety of writing assignments. The general requirements for each type of writing are outlined in the "Occupational Therapy Writing Tips" document (located in the appendices). Some course assignments may require implementation of only one type of writing, while other assignments may require a combination of two or more types of writing.

#### **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 Program and remain in satisfactory academic standing. Please reference the OT Grading Scale to review the expected GPA.

#### **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 Occupational Therapy Program. Once on academic standards probation, the student must continue to improve their cumulative GPA in subsequent semesters. 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 lifted. The student must improve their cumulative GPA to 3.0 or higher no later than the end of fall semester of year 2 in the Program; otherwise, they will be dismissed. If at any point in subsequent semesters the student's cumulative GPA does not improve, the student will be dismissed from the Occupational Therapy Program. 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.

#### **Individual Course Grades**

Any student who earns a "D," "F," or "U" (Unsatisfactory) in a course in the Occupational Therapy



Program will be automatically dismissed.

### **Consequences of not receiving a passing course grade**

A student who does not pass (D or F or U grade) a professional level academic course will be terminated from the professional program and may not petition to remain in the program.

A student who does not pass a level II fieldwork or doctoral experiential course will be terminated from 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 may cause the student to be behind their class and graduate at a later date. Students must complete all fieldwork and doctoral experiential components within 36 months of completing didactic course work (semester 5). *Please refer to the policies on probation and termination.*

Guidelines utilized by the 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)

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 School of Medicine and Health Sciences and the University of North Dakota.

### **Professional Behavior Expectations and Processes**

Purpose: The purpose of the professional expectations and processes policy is to have a mechanism for supporting students in developing professional behavior while also still having a mechanism in place for students who do not correct professional behavior with support or engage in egregious behaviors that warrant immediate action due to safety. Faculty and staff will provide students with feedback about professional behavior in a supportive fashion. Students will demonstrate that they have used feedback provided by the faculty and staff.

### **OT Department Code of Conduct**

Occupational therapy students are expected to conduct themselves in a professional manner in the classroom, attending curriculum-related activities, while on fieldwork experience at all levels, and during the doctoral experiential capstone. Professionalism encompasses a number of related areas and concerns the conduct and practices of an individual.

**Purpose: The OT Department Code of Conduct** establishes what professionalism is and provides an opportunity for students to gain feedback from faculty, staff, and community educators while developing professionalism.

Aspects of professionalism to be considered within the professional program include **attitude, judgment, and performance.**

**Attitude** will be reflected in:

- Learning in the classroom: Students are expected to read assignments prior to class, and all class related activities, and to participate in lecture sessions in a positive manner. During lectures and presentations, talking with other students, passing notes, using social media, texting, and distracting non-verbal behaviors are not acceptable. It is expected that cell

phones will be silenced during class time.

- Day-to-day relationships with peers: The expectation is that students will be respectful towards others. Any feedback should be constructive in nature; students should demonstrate an awareness of and sensitivity to the needs of others. Courtesy, respect, and consideration should always be observed.
- Response to guest speakers: Students are expected to demonstrate an interest in the lecture topic as evidenced by asking questions and showing appreciation in an appropriate manner (be on time, applause, thanking the speaker, no eating or side conversations). Dress code adherence is required.
- Relationship with Fieldwork Supervisors and with Doctoral Site Mentors: It will be the responsibility of students to take the initiative in the relationship; asking questions, but not making demands on the supervisor's time. Students will demonstrate respectfulness in communication and will demonstrate appreciation through written thank you letters at the conclusion of the experience.

**Judgment** will be reflected in:

- Working with clients: Students should utilize their background knowledge and apply it when determining where to draw the line between sympathy and empathy and/or involvement versus enmeshment in client-related issues.
- Personal and professional communication and appearance: Comments and behaviors acceptable in some settings will not be appropriate in others. Appropriate dress code, hygiene and use of personal jewelry will also vary from classroom to fieldwork and doctoral settings. Fragrances and scents can cause respiratory difficulty or headaches, these are not to be used in the classroom, fieldwork, or doctoral settings.
- Confidentiality: It is poor judgment to breach confidentiality in any way, either in oral or written format. Breach of confidentiality is a violation of the OT Department Code of Conduct.
- Substance Use: Substance use during any academic, fieldwork or doctoral experiential placement is in violation of the [SMHS Drug and Alcohol Screening Education Program 3.6](#). Students are expected to follow the policy.

**Performance** will be considered in:

- Class assignments: Coursework needs to be completed thoroughly and on time. When working in groups or pairs, students need to take equal responsibility for completing the assignment. If the assignment is not understood, it is the student's responsibility to seek out information or clarification from the instructor.
- Scholastic dishonesty: Plagiarism and cheating are not tolerated.  
([See Code of Student Life for definition/description and consequences of plagiarism](#))

- **Cheating**: All instances of student dishonesty will be dealt with by either the occupational therapy faculty or the Dean of Students as detailed in the Code of Student Life. The OT faculty require a signed written statement from a student who is alleging academic dishonesty of a classmate.
- **Communication skills**: Students must demonstrate respectful and professional communication skills in working with faculty/staff, community supervisors (e.g., setting up meetings, making professional phone calls, returning calls/requests for information, timeliness of contacts, etc.), and peers.
- **Respect for classroom**: Students are expected to leave classrooms/work areas as they found it (or better) as others will also be using this area/resource.
- **Punctuality for classes**: Students know in advance when the class meets and are expected to arrive on time. If a student arrives late, they should quietly find a seat and follow the Department policy on reporting tardiness.

**When a student demonstrates a pattern of difficulty following OT Department Code of Conduct after receiving feedback from faculty or staff, the following process will be followed:**

1. Students will meet with faculty members who raised the concern to discuss how the student can improve professional behavior to meet the expectations outlined in the OT Department Code of Conduct. The faculty member will summarize the meeting in an email to the student and include a copy in the student's file.
2. If the student continues to have difficulty meeting the OT Department Code of Conduct, the student will be required to meet with faculty members and their advisor to develop a formal plan for adhering to the OT Department Code of Conduct. The Department Chair will be notified, and the advisor will document the meeting in a summary email to the student and include a copy in the student's file.
3. If the student is unable to adhere to the OT Department Code of Conduct within the identified time in the plan, the student will be required to meet with the Student Affairs OT Code of Conduct and Probation subcommittee and Department Chair for consideration of probation. (See Professional Probation and Process)
4. **\*If a student demonstrates egregious behavior such as cheating, plagiarism, substance use, or harassment, steps 1 and 2 will be skipped and the student will be referred directly to meet with the Student Affairs OT Code of Conduct and Probation subcommittee and Department Chair for consideration for probation or dismissal from the program. The OT Student Code of Life and SMHS student policies are followed.**

**Professional Probation and Process**

If a student is under consideration for professional probation and/or dismissal the following process will occur:

1. The student will prepare a letter for the Student Affairs OT Code of Conduct and Probation subcommittee and the Department Chair. The letter will include a review the feedback

provided by faculty and staff and the processes they have taken thus far to improve professional behavior. The letter will be submitted 48 hours prior to the meeting. At the meeting, the students will share their perspective and faculty will share concerns. The student will be dismissed from the meeting. The committee will then decide if the student will be placed on professional probation or dismissed. Students will be placed on professional probation or dismissed if unanimous affirmation of the committee is received. The Chair will facilitate the meeting but is not a voting member. The Chair will notify the students of the decision.

2. When a student is placed on professional probation, they are tasked with developing a remediation plan that includes individualized goals, action steps, and timelines relevant to professional behaviors. A timeline with deadlines for attainment of each goal will be included in the plan. The remediation plan will first be reviewed by the student's academic advisor and feedback will be provided. The student will make edits as necessary before the student's academic advisor submits the final remediation plan to the Student Affairs OT Code of Conduct and Probation subcommittee. The committee will review and either approve the remediation plan as written or ask for modification. If the student fails to meet the goals and deadlines as outlined in the approved remediation plan, they may be dismissed from the OT Program.

#### ***Probationary Status and Participation in Leadership Positions in Student Organizations***

If a student who is on academic or professional probation is in a leadership position within the occupational therapy department, the student will need to resign. Before resigning, if the student believes they are able to maintain the position and come into compliance with the academic or professional probation status they may write a letter to the Student Affairs OT Code of Conduct and Probation subcommittee expressing how they will come into compliance with the professional or academic probation while continuing in the leadership role. Students are encouraged to evaluate time given to organizations and whether or not it interferes with their academic or professional success. The committee will either approve or deny the request.

#### ***Probationary Status and Participation in Fieldwork and the DEC***

Once placed on either academic or professional probation status, the student is not permitted to complete Level I fieldwork, Level II fieldwork, or the Doctoral Experience unless special permission from faculty is granted. When the student formally requests permission, they will first submit the request to their faculty advisor for review and approval. Once a final written request has been approved by the faculty advisor, it will be forwarded to the full faculty for review. The student must formally request this permission in writing. This request must include the student's grade in each of the current semester's courses as students must have a 76% or higher in all courses for their request to be considered. Students on professional probation will also be required to provide evidence of significant progress on their goals in their remediation plan.

#### ***Program Dismissal and the Petition Process***

A student may petition to remain in the program if the policy under which they were dismissed allows. The student must submit their petition to the Occupational Therapy Department Chair within 30 calendar days of the date of receipt of the notification of dismissal. The faculty will review the student's petition and upon majority faculty vote the student may be reinstated in the Program on probation. The student will then be required to meet the criteria as outlined in the

petition that was approved by the faculty.

Guidelines utilized by the occupational therapy faculty to assist in making their decisions regarding these types of petitions might include the following:

- Student's successful completion of concurrent coursework
- Test-taking proficiency vs. class work and written assignments
- Professional behavior and active participation in the program
- Extenuating circumstances (such as death of a family member, illness, etc.)
- History of academic or professional probation

If the student does not receive majority affirmation from the occupational therapy faculty to continue, the dismissal stands, and their registration is cancelled. Students who are dismissed from the program and are denied re-instatement may re-apply to the Program during the regular admissions cycle. This final dismissal decision may be grieved and/or appealed by the student according to the Student Academic Grievance and Appeal Policy of the School of Medicine and Health Sciences. Refer to that policy for more information.

**If a student is placed on probationary status twice at any point during their time in the Program, they will be dismissed.**

***UND Special Circumstance Late Drop/Withdrawal:***

Students experiencing extenuating personal circumstances may apply for a special circumstance late drop/withdrawal from the University of North Dakota. This special circumstance late drop/withdrawal is separate from the UND Occupational Therapy Program. The Program reserves the right to follow its own policies regarding student probation and dismissal as outlined in this manual.

**Formal Student Appeals**

All students have access to the appeal process as stated in the policies of the School of Medicine and Health Sciences, Graduate School, and the UND Code of Student Life. The Occupational Therapy Department abides by the established guidelines regarding student appeals as delineated in the School of Medicine and Health Sciences Rules of Governance and the UND Code of Student Life. A student may initially appeal the Occupational Therapy Department decision through the appeals process as defined in the School of Medicine and Health Sciences Rules of Governance. 3.9 Student Academic Grievance and Appeal Policy. Any student enrolled in a degree or certificate granting program or taking a course(s) at the UND School of Medicine and Health Sciences shall be provided the opportunity to seek redress where they believe that school and/or program policy has not been followed with respect to academic matters by initiating a grievance or appeal.

<https://med.und.edu/about/policies/files-2023/3.9-smhs-student-grievance-and-appeal-policy.pdf>

**Social Networking**

In addition to the SMHS Policy for the Social Media Policy 3.10, occupational therapy students are provided the following guidelines for use of social media. As a healthcare professional, you are held to a higher standard when it comes to presentation of self in the community and on social media sites. The faculty recognize the role social media plays today and that many find this to be a valued occupation. As you start your professional career (as a student in the program, on level II fieldwork, and as entry level professionals) it is important that you consider carefully what you are posting on social media sites, who you are asking to network with you, and how you respond to

others. Even with strong privacy settings, it is important that you avoid posts or photos about your classroom and fieldwork experiences. Here are some specifics:

1. Do not ask your faculty or fieldwork educator to “friend” you during the program. This puts you, your faculty, and your fieldwork educators in an awkward situation by sharing personal information. If you mutually decide to do this after you graduate, this is your personal choice.
2. Consider what you post on any social networking site. Many potential employers go to these sites to see what you have posted and often determine if they are interested in having you as an employee. Consider Googling your name to discover what is in cyberspace that others can see about you.
3. Names of peers, faculty members, fieldwork educators, comments or criticism about sites or information about what is happening at sites are not appropriate on public social network sites.
4. It is critical that you protect classmates and not disclose specific information regarding performance or your perceptions of their personalities.
5. It is a serious HIPPA violation for students to mention a consumer (e.g., patient, participant, client, resident, etc.) with enough information that the consumer might be identified, even if you avoid protected health care information. The consequences for violations are severe. Violations could result in professional probation or dismissal from the program.
  - Private OT class groups on social network sites are NOT secure networks. They are vulnerable to serious privacy risks.
  - When in doubt about the appropriateness of a potential post, do not post it.
  - Blackboard course sites ARE within a secure UND network, so you may share general information about experiences with consumers but avoid identifying information and speak more in generalities.
6. Stating where you are on fieldwork is up to you, but make sure to follow any facility’s policies on social networking while you are on fieldwork. There may be policies or problems with you being identified. Consider if you want privacy from clients, patients, and staff.
  - On a private OT class group on a social networking site, students shall NOT mention consumer or classmate information, comments, or criticism about fieldwork sites, and/or specific information regarding any academic performance, including fieldwork.
7. If you have any posts that are questionable, please remove them immediately.
8. If you are unsure of whether to pursue some aspect of social networking, you are advised to obtain advice from a professional source, such as your advisor, fieldwork educator, the Academic Fieldwork Coordinator, or another faculty member of the occupational therapy department.
9. Use your official School of Medicine and Health Sciences e-mail address for all professional correspondence needed via e-mail for all academic and fieldwork related issues. Know that you are a representative of the program, and you are expected to act professionally in all correspondence. Please review your emails for tone and professionalism before sending.

### **Equipment and Assessment Check Out Policy**

Students wishing to check out equipment or assessments for assignments or projects must do so by contacting the faculty teaching the course or the advisor of the student organization. Faculty at each site will follow the procedures for equipment and assessment check out. Students may only check out assessments and equipment for brief periods of time as determined reasonable by the faculty member. Students wanting to check out assessments for fieldwork may do so provided it is for a period of no more than one week. Assessments may not be copied or left at fieldwork sites.

Grand Forks: Faculty will document that the assessment or equipment has been checked out on the clipboard in the storage closet and be responsible for checking the item back in. If the assessment is an electronic version, faculty will ask the appropriate staff to check out the assessment to the student.

Casper: Check out will be done through staff in the main office once approved by faculty. All assessments checked out will need to be documented on a check out sheet and signed in when returned. If the assessment is an electronic version, faculty will ask the appropriate staff to check out the assessment to the student.

### ***Guidelines for Videoconferencing in Classes and Meetings***

#### **Microphones:**

1. Verify that there are no obstructions in front of the microphones. Adjust volume to an appropriate level that does not cause echo or feedback at either site.
2. Assume that participants at other sites can hear you, even when muted. Avoid unintentionally sharing personal or inappropriate information across the video system.
3. Avoid wearing jewelry that makes noise (i.e., jangling bracelets or earrings) as microphone systems are sensitive and noise will be heard by participants at other sites.
4. Avoid paper rustling, pen tapping or other distracting behaviors to limit noise transference. Similarly, food bags, pop cans, Velcro fastenings on backpacks can be highly distracting. Mute the microphone when these activities are happening.
5. Limit side conversations and whispering as these will be picked up by the microphone.
6. Avoid moving microphones without first muting. Moving microphones creates loud scraping sounds that are heard by distance sites.
7. Do not place laptops or cell phones directly next to microphones to avoid “start-up sounds,” notification chimes.

#### **Cameras:**

1. Verify with remote sites that all participants are in the picture.
2. When speaking, make eye contact with the camera, not the monitor. This is “face to face” for viewers at distance sites.
3. Avoid wearing overly bright colors, distracting patterns, or colors that match the background.
4. Limited excessive movement. This prevents break-up of the picture and distraction to participants at other sites.

## **Presentation:**

1. When using multiple technologies (i.e., PowerPoint, projectors, Breeze), set up and test prior to starting, when possible.
2. Speak clearly and without shouting. The microphones are sensitive, and will capture your normal speaking volume, as long as you are not mumbling.
3. Do not over-exaggerate hand gestures or facial expressions.
4. When needing to capture the attention of a participant at a remote site, say the name of the person, or “excuse me,” and then wait for them to acknowledge you. You may also choose to raise your hand for the instructor’s attention. Ask the instructor at the start of a course which method they prefer.
5. When speaking, identify yourself by name before asking your questions or making comments.
6. If you interrupt a speaker at a remote site, say “excuse me,” and give them the opportunity to continue, or pause for your question or comment.
7. Display the same attentiveness you would if all participants were in the same room. Even though it is a distance format, disinterested posture, fidgeting, and inappropriate technology use (i.e., cell phone, texting, IM) can still be seen.
8. Professionalism is always expected of all students regardless of the delivery format.

## **Zoom Classroom Guidelines**

- Live classes in Zoom should be accessed using a laptop or desktop computer (not from a phone, iPad, tablet, etc.). Students should be accessing classes from a quiet area with minimal distractions (i.e., not in a vehicle, park or other area with obvious distractions or others around).
- **Prior to your first-class session**, go to this link to test Zoom on your computer: <https://zoom.us/test>. This will prompt you if any plugins need to be downloaded for Zoom to function properly.

## **Virtual Advising**

When advising is completed in a virtual format, the following procedures should be followed:

- a. The faculty member will confirm with the student that they are in a private location for the advising session to ensure confidentiality and FERPA compliance.
- b. It is recommended that headsets be utilized.
- c. If a listener is present, the student will have to give consent following FERPA steps to verify identity before discussing academics. Please go to <https://und.edu/academics/registrar/ferpa.html> for steps. If the student is not in a private location, only general matters can be discussed, and the meeting will need to be rescheduled.

## **Course Evaluations**

Students are strongly encouraged to participate in the process of course evaluation with **constructive** feedback that is relevant to teaching and course content. Course evaluations are not an opportunity for personal criticism.

You are being asked to provide feedback that is useful and effective. If you believe an improvement



in the course would benefit future students, explain why with specific examples and suggestions for change.

Evaluations are an individual process, based on a student's personal experiences in a course. Please complete your student evaluation in a manner that upholds the OT Code of Ethics and the OT department's policies and philosophy of respect and confidentiality.

Please see the department Civility Statement found at the beginning of this document.

### **UND OT Distance Technology and Classes**

To best provide student access to the experience and expertise of all UND OT faculty, courses in the professional program are delivered in a variety of formats, including on-site instruction, videoconferencing courses, and web-based courses. Students will attend classes in a combination of these formats throughout the length of the program. Students may have instruction with a faculty member who teaches through videoconferencing directly to the distance site (instructor to Casper or Grand Forks only). Students may attend classes simultaneously in Casper and Grand Forks with the instructor teaching via videoconferencing (on-site in Grand Forks through video to Casper). Similarly, students may attend classes simultaneously with instructors located at both sites. Students may also attend web-based courses which are offered to students in Grand Forks and Casper simultaneously. Several courses in the program contain web-based interaction between Grand Forks and Casper students to aid in collaboration and learning between classes on both campuses.

### **Attending Class at the other Campus**

Students may request to attend class at the location they are not enrolled at. Unless an extenuating circumstance occurs, the student must submit a written request to the Chair a month before detailing the reason for the request, dates, and classes of requested attendance. The following factors will be taken into consideration for granting or denying the request: 1) if classroom space permits, 2) if the classes at both campuses are following the same schedule (i.e. if orthosis fabrication is happening at one campus one week and at the next the next week), 3) nature of course work (i.e. group work, team-based learning, etc.). The Chair will contact instructors from each course to confirm space, schedule, and nature of the work. The Chair will respond to the student request within one week. Examples of permissible reasons to request to attend class at the other campus include level I fieldwork placement being closer to the other campus or temporary family situation.

### **Transfer Between Campuses**

Students are accepted into the program at a specific campus as designated in their admissions letter. In rare circumstances, the department will allow a student to transfer to the other campus to complete the program. If a student believes they have unusual circumstances that warrant transfer to the other campus, they can write a formal petition letter to the faculty outlining the circumstances currently being experienced and a clear plan for how a transfer to the other location will allow them to successfully complete the program. Faculty will review the petition at a scheduled faculty meeting and will notify the student of the decision. Students have the right to grieve the faculty decision through the School of Medicine and Health Sciences Grievance Committee.

### **Student Class Representatives and Faculty Class Advisor**

At the beginning of each school year (fall semester) class representatives will be selected for Year I and Year II cohorts on each campus. The Year II class representative(s) will remain in place for

Year III unless the representative(s) or class determine a new representative is needed. The Grand Forks campus will select two class representatives per cohort, and Casper will select one class representative per cohort. Representatives will be elected by their class members under the supervision of the class advisor. A faculty member will be assigned by the Department Chair to serve as a class advisor.

Class Representatives are expected to:

- Be in good academic and professional standing; students who are on academic or professional probation may not serve in a class leadership capacity.
  - Role model expected professional behaviors and communication as indicated in the [OT Department Code of Conduct](#)
  - Communicate accurate written or verbal information to the class from the advisor, faculty, or others involved in the Occupational Therapy Program.
  - Be available to give the class the opportunity to share collaborative dialogue.
  - Arrange class meetings as opportunities or needs arise.
  - Communicate with the class advisor to determine if concerns require broader departmental involvement (administration or full faculty).
  - Be available for faculty meetings or other meetings upon request of faculty and administration.
  - Initiate class related activities and delegate responsibilities to class members when appropriate.
- Other positions may be identified as determined by the class (i.e., historian, DEI, social). The class representative will coordinate with these other positions to meet the needs of the class.

Class Advisors will:

- Act as a liaison between the class, faculty, and administration to encourage open channels of communication.
- Work with the class representative to address matters arising in a way that encourages student accountability inside of the class.
- Schedule one meeting per semester with the class to share important semester information and answer questions.
- Be available to attend meetings when requested by the class representative.
- Request class representative's attendance at faculty meetings when appropriate.
- Communicate written or verbal information to the class regarding any general concerns that affect the class involvement in the professional OT program.
- In the event a class representative must step down, the advisor will work with the outgoing representative for a smooth and supportive transition. The advisor will oversee the election of a new representative if indicated.

### **References and Temporary License Information**

Students requesting faculty to provide references for scholarships, employment or temporary licenses must review and sign the *Occupational Therapy Student Reference Request and FERPA Release* form. Once completed and submitted, Program staff will print this form and place it in the student's permanent file. The form is located on the UND Occupational Therapy website at: [https://med.und.edu/occupational-therapy/student\\_forms.html](https://med.und.edu/occupational-therapy/student_forms.html)

For letters of reference, it is important for the student to first contact the faculty member and ask if they would be willing to provide a reference and then follow up with an email with the specific details of name and credentials of who the letter should be sent to, street address, and/or email. If the letter request requires detailed information related to achievement, the student should also submit a resume or curriculum vitae to faculty to use a resource for the letter content.

For temporary license letters, send the Occupational Therapy Department Office Manager a request with the complete address of where to send the letter and what is required to be in the letter. In the cases in which a temporary license form needs to be filled out, the student/graduate can contact faculty members directly but must first complete the *Occupational Therapy Student Reference Request and FERPA Release* form.

The faculty will provide a reference for current occupational therapy students and those who graduate from the program for up to two years post-graduation. In the case that a graduate has maintained an active working relationship with the faculty member, the reference time may be extended.

Faculty will not provide physical agent modality related competency references beyond acknowledging that the student successfully passed the various courses that included physical agent modalities. Thus, students/graduates should maintain a copy of their syllabi from courses in which physical agent modalities content was taught to have a record of specifics regarding physical agent modalities that were included in the course content. The University retains syllabi for seven years after which it is non-retrievable.

### **National Board for Certification in Occupational Therapy (NBCOT)**

The purpose of the NBCOT certification exam is to protect the public interest by certifying only those candidates who have the necessary knowledge of occupational therapy to practice. The OCCUPATIONAL THERAPIST REGISTERED (OTR®) and CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA®) exams are constructed to measure entry-level competence of students who have met eligibility requirements for certification of the respective credential.

### ***When Can I Schedule My National Board for Certification in Occupational Therapy (NBCOT) exam?***

Students should refer to the NBCOT Certification Handbook regarding submitting an application to take the exam. Students can find the handbook on the NBCOT website (<https://www.nbcot.org>) in the section: “I am preparing for my certification.” The handbook contains everything students need to know about scheduling their NBCOT examination from the initial application to what needs to be submitted to NBCOT and who submits it to use of accommodations for the certification exam.

Students with accommodations: It is the student’s responsibility to review the NBCOT requirements to ensure understanding of the policies and procedures for requesting accommodations. The student is advised to do this early in the academic program.

### **Official Transcript**

Students who graduate in May from the UND Occupational Therapy Program will be using their official transcript as part of the NBCOT application process. Grades are posted with the UND Registrar’s Office at noon on the Tuesday after finals week. It takes up to 8 weeks following graduation for all degrees to be posted, transcripts updated, and diplomas sent. This is the general rule for all UND graduations. The staff members in the Registrar’s Office post the degrees in the order in which they receive the clearing lists from the colleges. The “cleared for graduation” list for

occupational therapy comes from the Graduate Director and students in a class are submitted as a batch. Thus, it is important that each student meets the established deadlines for the UND School of Graduate Studies and the UND Occupational Therapy Program.

Degree Verification Policy: (Effective January 1, 2021)

Per the NBCOT (2021, p. 11), “[s]tudents enrolled in an ACOTE-accredited occupational therapy education program and scheduled to graduate with an associate, baccalaureate, entry-level master’s, or entry-level doctoral degree may request that their university or college registrar submit a Degree Verification Form (DVF), within six (6) months of their anticipated graduation date, on their behalf if they have successfully completed all degree and graduation requirements, including occupational therapy education, Level I and Level II Fieldwork, and, for OTD students, the doctoral capstone experience and project. The form may only be used within the same calendar year as the student’s anticipated graduation date...” though each Program will determine whether use of the DVF is suited for students in that Program.

**With regards to the UND OT Program, the DVF can be used by students who complete all program requirements and are more than four weeks away from the next graduation date.**

The UND Occupational Therapy Chairperson will sign the DVF once the student has submitted all required Doctoral Experience paperwork and documentation, completed the scholarly project or independent study process, fulfilled any additional requirements required by NBCOT, and completed the year 3 checklist. In addition, the signing will occur after the current semester grades are submitted and posted by the Registrar’s office. Students must be cleared for graduation by the Graduate Director and in good standing academically and professionally within the program.

Please use the following instructions:

- Apply to NBCOT to take the examination.
- Access and complete the DVF from the NBCOT website.
- Complete the Year III Checklist and upload it to the designated Blackboard site.
- The student will then send an email to the Occupational Therapy Program Chairperson and the Program Graduate Director notifying them that they are requesting completion of the DVF.
- The Graduate Director will verify completion of the Year III checklist and notify the Department Chairperson, who will then sign the student’s DVF electronically.
- The student should indicate on the Registrar’s site that they wish to have their official transcript, with the awarded degree sent to NBCOT. Their official examination pass/fail status will not be released (to state boards of practice) until the official transcript, confirming degree and title, is received.