

# OCCUPATIONAL THERAPY DEPARTMENT ACADEMIC POLICY 2025

## OCCUPATIONAL THERAPY DEPARTMENT ACADEMIC POLICY - 2025

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## OCCUPATIONAL THERAPY DEPARTMENT ACADEMIC POLICY - 2025

### 1. INTRODUCTION AND OVERVIEW

- 1.1 This academic policy applies to Occupational Therapy (OT) students enrolled in the College of Nursing and Health Professions at Drexel University and is published for students, faculty, and staff, all of whom are held responsible for reading and adhering to this policy.

**DISCLAIMER: While Drexel University operates on a quarter-based academic calendar, our Academic Policy is guided by the semester-based calendar. Accordingly, all references to academic timelines, deadlines, and term structures within our Academic Policy reflect the program-specific semester calendar. This alignment ensures consistency in curriculum delivery, clinical scheduling, and student support across the program, even when broader university policies reference the quarter system.**

- 1.2 The faculty of the Occupational Therapy Department have developed this policy to uphold the educational standards of Drexel University and the College of Nursing and Health Professions (CNHP) for all students.
- 1.3. This policy will be reviewed by the faculty and administration of CNHP in conjunction with the Office of the Provost for necessary updates on an annual basis.
- 1.3.1 Recommended substantive changes to this Policy will be reviewed and acted upon by the University's Educational Policy and Curriculum Committee.
- 1.3.1.1 Substantive changes will be shared with all stakeholder groups impacted by the Policy.
- 1.4 Unless otherwise stated, the Dean of the College is the individual charged with rendering final interpretations of the policy and for deciding whether to grant exceptions to the policy.

### 2. ADMINISTRATIVE RESPONSIBILITIES

- 2.1 The Dean, in conjunction with the Program Director, is charged with the oversight of the curriculum and other academic matters. The Drexel Student Services creates and modifies the curriculum of the program. The Provost/Vice President for Academic Affairs is the chief academic officer of the University and is responsible for final decisions concerning the curriculum and educational policy at Drexel University.

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- 2.2** The Dean of the College and their staff are charged with the administration of all aspects of the Program.
- 2.3** The Dean of the College, along with the Program Director, is responsible for monitoring the progress of Occupational Therapy students and developing modified programs when it is deemed necessary to ensure a student's academic success.
- 2.4** The Dean of the College or their designee assumes other responsibilities, as delegated and assigned by the Provost
  - 2.4.1** The Office of the Registrar is responsible for maintaining the students' permanent records.
- 2.5** Drexel University issues a Student Handbook and students are required to provide a written signature acknowledging their receipt and reading of the Handbook.

### **3. FACULTY RESPONSIBILITIES**

- 3.1** Faculty are responsible for monitoring student performance throughout the term, and providing students with performance feedback consistent with the course grading outline and syllabus.
- 3.2** A syllabus will be distributed for each course and will describe the course instructor, course description, prerequisites, course learning goals and outcome measures, course requirements, attendance policies, ethical conduct and disability support services, course schedule, evaluation and grading, assignments and assessments, and learning materials.
- 3.2** Faculty and the Program Director and Dean recommend to the Provost the awarding of degrees based on program requirements.
- 3.3** Faculty are required to use their work email account when communicating with students, faculty, staff and administrators at Drexel University.

### **4. STUDENT TECHNOLOGY RESPONSIBILITIES**

- 4.1** Students are expected to check their school e-mail account daily, including during weekends, breaks, holidays and other unassigned times for the duration of the account life as some correspondence from faculty may be time dependent.
- 4.2** Students are required to use their school e-mail account when

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communicating with faculty, staff and administrators at Drexel University. Administrators, faculty and staff of Drexel University are not responsible for reading or responding to any mail sent by students that is not sent from school e-mail accounts.

- 4.3** Each student is responsible for ensuring their own individual access to and use of current technology to meet the attendance requirements of on-line learning.

### **5. NON-DEGREE STUDENTS**

- 5.1** An individual may request to officially enroll in selected courses within the curriculum as a non-matriculated student by obtaining written permission from the appropriate Program Director and registering for the course within the College registration period. Drexel policies apply to non-degree students.
- 5.2** This non-degree registration is recorded as Non-matriculated (NM) on the student's transcript.
- 5.3** A regular course fee is applied to non-matriculated courses.
- 5.4** No more than nine (9) semester hours of credit are permitted for students not matriculated in a College Certificate or Master's program.
- 5.5** Upon matriculation into a certificate or degree program, a student receiving "B" or better may receive credit for courses in that certificate or degree program with written permission of the Program Director and the Dean of the College or their designee.

### **6. PROGRAM PREREQUISITES**

- 6.1** Specific prerequisite requirements can be found in the current University catalog as well as on the Drexel University Website.
- 6.2** Successful completion of the courses or acceptable transfer of credit from another institution, may fulfill prerequisite requirements. Each student must meet with their Program Director (or their designee, e.g., Program Advisor), to develop and sign their individualized Program of Studies.

### **7. PATIENT CARE/DIRECT CARE ASSIGNMENTS / CLINICAL PRIVILEGES**

This section is not applicable for this Program.

### **8. ACADEMIC CALENDAR AND CLASS SCHEDULES**

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- 8.1** The University Calendar provides the beginning and ending dates for each term as well as University holidays.
- 8.2** Any commitments scheduled on days reserved for academic activities are made at the student's own risk.
- 8.3** Clinical/fieldwork activities may be scheduled on any day during the academic program. Outside commitments scheduled at any point during the academic program are made at the student's own risk.
- 8.4** Class Schedules are distributed prior to a specific term. Each course syllabus will define its class schedule and requirements.
- 8.5** The University Calendar, the College Calendar and Class Schedules are subject to change due to extenuating circumstances.

## **9. ATTENDANCE**

- 9.1** Attendance is mandatory for all learning activities such as lectures, observations, meetings, conferences, and fieldwork and internship activities as specified by the course instructor and defined in the syllabus. This applies to face-to-face, synchronous and asynchronous on-line activities.
  - 9.1.1** Poor attendance is defined as a pattern of absences and/or tardiness impacting participation in learning activities. Poor attendance alone may result in a grade of Failure (F) based on the written policy in the course syllabus and the associated grade calculation. Students with a pattern of absences will need to meet with the Program Director and Dean to determine ability to continue in the program.
- 9.2** A syllabus will be distributed for each course and will describe the course requirements, grading, attendance policies, ethical conduct and disability support services.
  - 9.2.1** Arriving late to didactic and fieldwork activities may result in documentation of an absence at the discretion of the course instructor and/or site supervisor.
- 9.3** **Attendance for Fieldwork Activities**
  - 9.3.1** Attendance at Fieldwork sites is mandatory.
  - 9.3.2** The hours and days of professional responsibilities are determined by the Site Supervisor and Academic Fieldwork Coordinator consistent with the site placement's calendar.

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- 9.3.3 If illness, supervisor vacations, or other circumstances prevent a student from maintaining their schedule, the appropriate Academic Fieldwork Coordinator should be notified immediately.
- 9.3.4 The Site Supervisor, in consultation with the Academic Fieldwork Coordinator, Director will determine how and when student absence(s) will be made up.
- 9.3.5 All absences must be made up for Level I fieldwork experiences. The number of allowable days that a student may miss Level II fieldwork is at the discretion of the fieldwork site so long as it does not exceed three full days' time equivalence. Make up days and placement time extensions will be made at the discretion of the fieldwork site and in collaboration between the Site Supervisor and Academic Fieldwork Coordinator.
- 9.3.6 All work must be completed within a period of time designated by the site supervisor and Academic Fieldwork Coordinator. If making up for excused absences takes the student beyond the semester, the student will receive an Incomplete (INC) until the required work is complete. Each student must meet their respective national professional standards and rotation length.

### **9.4 Absences from Didactic Activities**

- 9.4.1 For an anticipated absence, a student is required to submit documentation prior to the absence to the course instructor(s) and prior to the beginning of class. Any student who is absent from a required course activity must consult with the faculty member(s) regarding make-up work.
- 9.4.2 For an unanticipated absence (e.g., accident, family death, etc.) a student is required to contact the course instructor(s) within 48 hours following their return to educational/programmatic activities. In the case of an unanticipated absence (barring an extreme medical situation), students are required to email the instructor(s) before the start of the class they will be missing.
- 9.4.3 All work missed due to an absence must meet the criteria set forth by the course instructor prior to receiving a grade. All work must be completed by the end of the term; exceptions may be made by the Program Director.

## **10. ELECTIVE COURSES**

This section is not applicable for this Program.

## **11. COURSE CONCERNS / ACADEMIC ENVIRONMENT**

- 11.1 Course problems should be initially discussed between the instructor(s) and the student and, if necessary, with the Program Director. If the concerns are not resolved satisfactorily, the student may file a Grade Appeal as outlined in the policies of the Office of Graduate Studies, or lodge a formal complaint as detailed in the Complaint/Grievance policy in the Student Code of Conduct.

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11.2 In the event that the Dean is the course instructor or is otherwise a direct participant in the underlying dispute, then the student should contact the Office of the Provost.

11.3 Classroom discrimination or sexual harassment concerns should be reported to the Drexel Office of Civil Rights Compliance.

## **12. EXAMINATIONS**

### **12.1 General Policies**

12.1.1 Examinations provide the opportunity for instructors to evaluate and for students to demonstrate academic progress. The policies stated in the sections below refer to both face-to-face and on-line course examinations.

12.1.2 Exam policies and procedures for a course will be included in the course syllabus, which will be distributed at the beginning of each term. The student is responsible for understanding these policies. Questions or concerns should be directed to the appropriate course instructor.

12.1.3 Infractions of the examination policies are considered serious violations of the Academic Integrity Policy of Drexel University. Any student guilty of infractions will be penalized in an appropriate manner per course syllabus policy, including the possibility of academic standing implications such as dismissal from Drexel University. These matters may be referred to the Office of the Provost for review and further action.

12.1.4 Course instructors will include in the course syllabus the relative weights to be given to various examinations, and evaluation procedures used in determining the final grade.

### **12.2 Examination Schedules**

12.2.1 Exam schedules are determined by the course instructor and are identified in each syllabus.

12.2.2 Examination schedules are subject to change for academic or unanticipated reasons.

12.2.3 In the event of an emergency situation, information will be provided about school closing through the DrexelALERT system.

### **12.3 Examination Attendance**

12.3.1 Students are required to take examinations as scheduled. If a student is ill and is unable to take the examination, they must notify the course instructor(s) prior to the exam. In cases of other emergencies (e.g., death of immediate family member), the instructor(s) should be notified.. Not



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informing an instructor about exam absences will result in a grade of zero (0) for the missed exam. Rescheduling of examinations will be at the discretion of the course instructor.

- 12.3.2 A student must be registered for any given course before he or she may take the course's examinations. No credit will be received for any course for which the student is not formally registered.

### 12.4 National Examinations

- 12.4.1 Passage of a national examination(s) is not included as part of CNHP program requirements. However, passage of such examinations is required for licensure as an occupational therapist. Therefore, the taking of such examinations is recommended.
- 12.4.2 Students should consult their discipline's professional organization, state, and other appropriate websites for general information and registration procedures. All other questions should be directed to the Program Director.
- 12.4.3 When undertaken, each student is encouraged to release their national test scores to the College, as these scores provide information vital to the University's ongoing curriculum assessment efforts.

## 13. ASSESSMENT AND GRADES

### 13.1 Grading System

- 13.1.1 All students are expected to pursue the highest standards of academic excellence.
- 13.1.2 At the conclusion of a course, a grade will be recorded for each enrolled student (on a schedule determined by the Registrar) according to the following grading system:

13.1.3

Grade	Range	Grade Points Earned per Term Hour
A	93.00 – 100.00	4.00
A-	90.00 – 92.99	3.67
B+	87.00 – 89.99	3.33
B	83.00 – 86.99	3.00
B-	80.00 – 82.99	2.67
C+	77.00 – 79.99	2.33
C	73.00 – 76.99	2.00

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<b>C-</b>	70.00-72.99	1.67
<b>D+</b>	67.00-69.99	1.33
<b>D</b>	65.00-66.99	1.0
<b>F</b>	<65.00	0.00
*See Section 13.2.1 for minimum grade requirements by course type.		
<b>Other Designations</b>		
<b>CR</b>	Credit	
<b>AU</b>	Audit	No credit earned
<b>INC</b>	Incomplete	No credit earned
<b>INP</b>	In Progress	No credit earned
<b>W</b>	Withdrawal	No credit earned

### 13.2 Failing Grades

- 13.2.1 A grade of C is considered a passing grade for a maximum of two didactic courses only. Any grade below C is considered a fail. Direct service courses (e.g., Fieldwork, Co-teaching, and Internship) require a grade of B or better for a student to pass the course. A student can petition to repeat a course. If the student fails the course a second time, the student will be dismissed for academic reasons. Any additional grades of C, beyond the allowable 2, will not be counted towards degree progression, however will be counted in the term and cumulative GPA calculations. Note that all graduate students are required to maintain a cumulative grade point average of 3.00 or higher to remain in good academic standing and progress toward graduation.
- 13.2.2 All Failures must be resolved with a passing grade prior to beginning Fieldwork.
- 13.2.3 Per the Drexel Course Repeat Policy, Graduate students may petition to the Program Director or Academic Advisor to repeat up to a total of two courses in which they received a grade of B- or below. The student may also petition that

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only the highest grade be counted in the cumulative GPA calculation one time for each repeated course.

- 13.2.3.1 While students are permitted to re-enroll in a failed course one time for a maximum of two courses, students who receive a failing grade twice in the same course will be dismissed from their academic program.

### **13.3 Fieldwork Grades**

- 13.3.1 At the conclusion of each Fieldwork, grades are rendered by the Academic Fieldwork Coordinator based on the recommendations of both the Site Supervisor and Academic Fieldwork Coordinator.

- 13.3.1.1 A grade of B or better is required to pass any course that involves direct service.

### **13.4 Incomplete (INC)**

- 13.4.1 Per the Drexel Incomplete Grades-Graduate Students Policy, the temporary designation Incomplete (INC) may be used when a complete course evaluation cannot be rendered because course requirements were not fulfilled for reasons beyond a student's control.

- 13.4.1.1 An Incomplete (INC) grade may be given at the discretion of the course instructor when the student has completed at least 50% of the required coursework, and when the faculty determines that a passing grade in the course is attainable.

- 13.4.2 Incompletes must be resolved within a designated timeframe outlined in an Incomplete Grade Contract, not to exceed one semester, after the end of the term in which the "INC" grade was received.

- 13.4.2.1 The Instructor may grant an extension with approval of the Office of Graduate Studies if written documentation is provided by the student confirming that extenuating circumstances exist. If unresolved by the date established with the course instructor in the Incomplete Grade Contract, the Registrar will change the Incomplete (INC) grade to a Failing (F).

- 13.4.2.2 An Incomplete (INC) in a prerequisite course must be resolved with a passing grade prior to beginning the subsequent course.

- 13.4.3 When the Incomplete (INC) designation is used, the faculty member will submit to the Registrar, in writing via an Incomplete Grade Contract, the reason for the designation of the Incomplete (INC), the student's work plan, deadline, signatures of the instructor and student, and the student's academic standing in the course to date.

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13.4.4 The final grade of a student who receives an Incomplete is the decision of the course instructor.

### **13.5 Withdrawal (W)**

13.5.1 **Withdrawal from a Course:** To withdraw from a required course, a student must follow the [Course and Co-op Withdrawal Policy](#). Withdrawal from a course will impact the student's ability to progress in the degree program and may impact financial aid eligibility.

13.5.2 Withdrawals from Fieldwork are subject to the approval of the Academic Fieldwork Coordinator and Program Director.

13.5.3 **Withdraw from a Program:** If a student wishes to formally separate from their academic program and Drexel University, they should consult with their academic advisor and Program Director, and submit a University Withdrawal request via the Advisor Visit Tracking (AVT) system.

### **13.6 Audit (AU)**

13.6.1 A student in a degree or certificate program may elect to officially audit any course within the curriculum by obtaining written permission from the course instructor and Academic Advisor. A student then registers for the course during the College registration period. No grade is recorded, and no academic credit is earned.

13.6.2 The student is required to provide the Registrar's Office the written approval of the Instructor and the Academic Advisor no later than the tenth (10th) business day of the term.

13.6.3 This noncredit registration is recorded as Audit (AUD) on the student's transcript. There is no credit earned for auditing a course (See Section 13.1.3).

13.6.4 A course audit fee may apply.

13.6.5 Non-degree students may be permitted to audit courses, under special circumstances, with the written approval of the appropriate Program Director.

13.6.6 The Registrar will notify the course instructor when a student has approval to audit a course.

13.6.7 A course taken on an audit basis will not count toward the fulfillment of degree or certificate requirements.

### **13.7 Drop/Add Period**

13.7.1 The course registration adjustment period concludes at the end of Week

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2 (Sunday, 11:59pm) each semester.

13.7.2 Since students in the MSOT program are registered by their academic advisor each semester, any adjustments to the course registration must be discussed with the academic advisor.

13.7.3 The dropped course will not appear on the student's permanent record.

### **13.8 Grade Appeal Process**

13.8.1 A student who has a concern or complaint about a reported grade in a course should first discuss grading practices and determinations with the instructor. It is expected that the student and instructor will address any misunderstandings and will attempt to achieve consensus on any disagreements over grades.

13.8.2 If the student and the instructor disagree about the student's grade, the student may appeal the grade decision per the Office of Graduate Studies [Grade Appeal Process](#).

13.8.3 In the event that the Dean of the College has a conflict of interest, the written appeal is made to the Vice Provost for Graduate Education.

13.8.3.1 The decision of the Dean and/or Vice Provost is final; there is no further appeal within the University.

13.8.4 Any appeal must be completed by the end of the subsequent term in which the original grade was received.

13.8.4.1 The original grade assigned by the instructor remains on the student's record while the appeals process is in progress and will be changed only if the appeal is successful.

13.8.4.2 All grades are considered permanent if not challenged within the time frame specified in Section 13.9.

13.8.5 A grade change will be recorded in accordance with Section 13.9 of this policy – *Change of Grade*.

13.8.6 In the event that a challenge to a grade should arise, copies of sequestered exams, reports, and/or presentations submitted by students are required to be retained by the instructor for a period of one year from the date the grade was posted.

### **13.9 Change of Grade**

13.9.1 Once submitted to the Registrar, no grade may be changed without the

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written consent of the course instructor, Program Director and the Dean of the College. The statute of limitations for grades or transcript changes is one year from the time of separation from an academic program.

### **13.10 Grade-Point Average (GPA)**

13.10.1 A student's cumulative grade-point average is the weighted mean value of all grade points earned by the student as defined in Section 13.1.3.

13.10.2 Grades are used to calculate grade points by multiplying the number of credits for each course by the specified formula assigned to the letter grade. An A=4 grade points, a B=3 grade points, a C=2 grade points, and an F=0 grade points (*e.g., an A in a four-credit course earns the student 16 grade points (4 x 4.0); a B in a four-credit course earns 12 grade points (4 x 3.0), and so on*).

13.10.3 The total number of grade points earned divided by the total number of credits used to determine the grade points earned, equals the grade point average.

13.10.4 A cumulative grade point average is calculated utilizing only courses taken within each program of study.

### **13.11 Credit by Examination (CR)**

13.11.1 Credit by examination is not available for this Program.

### **13.12 Credit by Transfer (CR)**

13.12.1 Credit by transfer may be accepted for any course within the curriculum when it is determined that the transfer course is substantially equivalent to that offered by the College. This equivalency will be determined by the course instructor and the Program Director.

13.12.2 Only courses in which the student received a grade of B or above will be considered for transfer consideration.

13.12.3 The maximum number of semester hour credits a student may earn by transfer is 6 (six) semester hour credits.

## **14. END OF TERM ACADEMIC STANDING**

14.1 The course instructor(s) will evaluate the performance of all students registered within a course at the end of each grading period and the instructor of record will submit student grades to the Office of the Registrar.

14.2 Following the submission of grades by the faculty, the Office of the Registrar will make official entry of the grades into the student record and the academic standing of each student will be reviewed by the Program Director and the

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OT Department faculty at an end of term Academic Progress Meeting.

- 14.3** Following the Academic Progress Meeting, the Office of Graduate Studies will notify any student not in “Good Standing” in writing about their academic standing for the semester as outlined in the Academic Standing Policy:
- 14.4** If a student is not making satisfactory progress in the program, they will receive notification in writing from the Office of Graduate Studies. The student is required to meet with their graduate advisor to develop a plan to improve their academic performance.
- 14.4.1** A student is expected to take action to resolve their academic difficulties with the assistance of the individuals and services available to the student.
- 14.5** Failure to comply with directives from the Office of Graduate Studies or their designee and/or Program Director may result in dismissal of the student from the academic program. The matter may then be referred to the Dean for review and further action.
- 14.6 Graduate Student Academic Standing Policy**
- 14.6.1 Good Standing:** To remain in good academic standing, students must maintain both a cumulative GPA of 3.00 or higher and term GPA of 3.0. Students can earn no more than two grades of “C,” “C+,” or “B-” in required courses, although specific programs may have more stringent requirements.
- 14.6.2 Academic Probation:** Students who fail to meet the 3.0 cumulative or term GPA standards will be placed on academic probation. A student has one term after being placed onto probation to bring their term GPA to above 3.0. Each program may place a student on academic probation for failing to meet programmatic milestones (such as performance on lab rotations, preliminary exams, qualifying exams, etc.) at their discretion.
- 14.6.3 Continued on Academic Probation:** Students who have been placed on probation and earn a term GPA of 3.0 or higher in the subsequent term, but whose cumulative GPA remains below 3.0, may be continued on probation to allow time for academic recovery and progress toward good standing.
- 14.6.4 Academic Dismissal<sup>1</sup>:** A graduate student will be automatically dismissed if 1) a student’s cumulative grade point average is less than 3.00 for two consecutive semesters; 2) a student, outside of probationary status, has a term and/or cumulative GPA below 2.00; 3) a student fails to meet the requirements of their probationary status; 4) a student fails the same required course twice; or 5) A student receives more than 3 grades of B-, C+, and/or C.
- 14.6.5 Dismissed and Reinstated:** If a graduate student’s appeal for reinstatement is approved by the College of Nursing and Health Professions, the student will be

<sup>1</sup> Graduate students may also face disciplinary action, including but not limited to dismissal, for violations of the Student Code of Conduct.

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classified as dismissed and reinstated. Upon reinstatement, the graduate student must achieve good academic standing in the first term of enrollment immediately following their reinstatement based on the approved academic plan for remediation and/or reinstatement contract.

**14.6.6 Final Academic Dismissal:** If a graduate student fails to meet the requirements of their reinstatement, they will be permanently dismissed from the University.

**14.7 Notification of Academic Probation and Dismissal**  
Students who are being placed on probationary status or being academically dismissed will be notified, within one week of the last date of final grades, of their probation or dismissal status by the University via email to their official Drexel email address.

### **14.8 Dismissal Appeal Process**

#### **14.8.1 College Appeal Process**

**14.8.1.1** To appeal an academic dismissal decision, a student must submit a written appeal addressed to the department chair and copy CNHPStudentAppeals@drexel.edu. This first level written appeal should detail the extenuating circumstances<sup>2</sup> that led to the dismissal, present a plan for future academic success, and identify the remedy or remedies being sought. This first level written appeal should be submitted within five (5) business days, excluding holidays, of the student receiving notice of dismissal from the University. Please do not submit medical documentation that includes a specific diagnosis.

**14.8.2** The decision of this first level appeal is made by the Department Chair or designee within five (5) business days, excluding holidays.

**14.8.1.3** If the student is not satisfied with the decision of the Department Chair or designee, the student may submit a second level written appeal to the CNHP Student Services Department at CNHPStudentAppeals@drexel.edu. This second level written appeal should detail if the prior decision was made in accordance with policy, and procedure, was fair and unbiased and was reasonable based on the record. This second level written appeal should be submitted within five (5) days, excluding holidays, of the student receiving the decision by the Department Chair or designee. Please do not submit medical documentation that includes a specific diagnosis.

**14.8.1.4** The decision of this second level appeal is made by the CNHP senior leadership or designee within five (5) business days, excluding holidays.

#### **14.8.2 University Appeal Process**

Once a student has exhausted the appeal process at the college level, they

<sup>2</sup> Extenuating circumstances are defined as unexpected, serious, and documented events that were beyond the student's control and had a direct impact on their ability to meet academic requirements. These may include, but are not limited to: Medical Issues, Family Emergencies, Personal Crises, Academic-Related Diagnoses



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may submit an appeal to the Office of Graduate Studies. Appeals at this stage are limited to the following grounds: 1) procedural error that has materially impacted the outcome, 2) bias that have materially impacted the outcome or 3) new information that has become available that was not reasonably accessible or presented during the original review that have materially impacted the outcome.

### **14.9 Code of Conduct Violations**

14.9.1 Sanctions may be issued for violations of the Student Code of Conduct, which includes the Academic Integrity Policy.

14.9.2 The conduct process will be followed following reports or formal complaints of alleged violations to the Code of Conduct.

14.9.3 For Academic Integrity Policy violations, the faculty or academic department can impose sanctions related to the course or program of study. For example, a faculty member may assign a lower grade or a failing grade in the class. Student Conduct & Care can impose sanctions related to a Student's status at the University.

## **15. SATISFACTORY ACADEMIC PROGRESS**

15.1 All students are expected to pursue the highest standards of academic excellence.

15.2 A student who is experiencing academic difficulty should, at their earliest opportunity, first speak with the course instructor as well as the appropriate Faculty Advisor followed by the Program Director regarding their performance.

15.2.1 Secondly, the student should contact the Drexel Academic Resource Center (ARC) and Counseling Center regarding support strategies, advising, or other related matters.

15.3 Under normal circumstances, a matriculated student must complete all didactic course work in no more than 5 years (including approved Leaves of Absence) and each student must present evidence of continuing to make satisfactory academic progress at all times. A student may petition for an increased time to completion through the Office of Graduate Studies.

## **16. ENROLLMENT**

16.1 The University expects that all candidates for degrees and certificates will normally be enrolled during consecutive academic periods until the completion of the requirements for the degree or program have been

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completed. Exceptions must be approved via a formal Leave of Absence.

### **17. RE-ENROLLMENT**

17.1.1.1 A student will have the option to petition to re-enroll in a course where they have earned a grade of B- or below. Graduate students may petition to the Program Director or Academic Advisor to repeat up to a total of two courses in which they received a grade of B- or below. The student may also petition that only the highest grade be counted in the cumulative GPA calculation one time for each repeated course.

17.2 A student repeating credits through reenrollment is required to re-register for those credits with the Office of the Registrar during the College registration period.

17.2.1 A reenrollment charge per credit will be applied.

17.3 Reenrollment may be accomplished through a variety of mechanisms including, but not limited to:

17.3.1 Attending the course at its regularly scheduled time, satisfying the attendance and academic requirements of the course.

17.4 Since each course in the MSOT program is offered one time per year, reenrollment should be completed as soon as the course is offered again unless a student is on an approved Leave of Absence.

17.4.1 The new grade earned by reenrolling in the course is recorded on the transcript along with the original course grade.

17.4.2 With reenrollment, the original grade earned remains on the transcript, but will not be used to calculate the new cumulative grade-point average if the student successfully petitions for a GPA adjustment.

17.5 A student who reenrolls once in a course and does not achieve a passing grade will be dismissed from the MSOT program and may appeal to the Program Director for further review and action.

### **18. REINSTATEMENT AND DISMISSAL APPEAL**

#### **18.1 Reinstatement with Appeal**

18.1.1.1 A student who is dismissed for academic reasons has the right to appeal their initial academic dismissal by submitting a written letter of appeal to their department chair with a detailed explanation of the circumstances that may have impacted their academic standing. The department chair should then provide the letter, an academic plan of study and their

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recommendation to the Office of Graduate Studies. The Office of Graduate Studies will determine the result of the appeal once all documentation is reviewed. The decision of the Office of Graduate Studies is considered final and there are no further avenues of appeal.

18.1.2 If the student does not appeal their Academic Dismissal by the end of the first week of classes of the subsequent term, the Academic Dismissal remains and the student will be required to apply for readmission to the University in future terms; however, please note that readmission is not guaranteed.

18.1.3 A student who has been dismissed for academic reasons may apply for [readmission to Drexel University](#).

### **18.2 Dismissed and Reinstated**

18.2.1 If a graduate student's appeal for reinstatement is approved by the Graduate College, the student will be classified as dismissed and reinstated. Upon reinstatement, the graduate student must achieve good academic standing in the first term immediately following their reinstatement based on the approved academic plan for remediation.

18.2.2 **Final Academic Dismissal:** If a graduate student fails to meet the requirements of their reinstatement, they will be permanently dismissed from the University with no further avenues of appeal. Action: A graduate student will be formally notified of their final academic dismissal from the University by a letter issued from the Graduate College.

## **19. PROGRAM COMPLETION REQUIREMENTS**

19.1 Graduation and the awarding of degrees are contingent upon the satisfactory completion of both academic and professional requirements. The latter include the standards of conduct described in the Drexel University Code of Conduct and the state laws and regulations governing the chosen professional field.

19.2 The student must successfully complete the entire required curriculum with a cumulative grade point average of 3.0 or better. The student must also successfully pass each individual course with a grade of 73 (C) or higher for didactic courses, as well as satisfactorily complete all required direct service activities earning a grade of 83 (B) or higher. If a course is graded on a Pass/Fail basis, the student must receive a Pass in all such courses. A student is not allowed to graduate with more than 2 (two) C grades on their transcript.

19.3 Misconduct such as cheating on examinations, falsifying data, or activities constituting criminal behavior may result in the denial of the pursued degree, even though the individual has satisfactorily completed the academic

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program. This would be determined by the Office of the Provost in upholding the Academic Integrity Policy.

**19.4** The University reserves the rights to place on probation, suspend or dismiss from the institution any student who willfully violates any rule or regulation of the University or the laws of the Commonwealth of Pennsylvania or other state, federal, or local government whether or not convicted in a criminal court.

**19.5** Upon satisfactory completion of the above academic and behavioral standards set by the University and the College, the faculty will recommend candidates to the Provost for the appropriate degree.

**19.6** Students are responsible for understanding all requirements for graduation and completing them within the time dictated by the program curriculum and the University.

### **20. LEAVE OF ABSENCE**

**20.1** Refer to the *Student Leave of Absence Policy* on Drexel University's Office of Graduate studies website for detailed information about leaves of absence.

### **21. WITHDRAWAL**

**21.1** The following sets forth policy guidelines for student Withdrawal from the University. The sections that follow describe policies and administrative actions to protect the interests of students and of the University. Unusual problems, not anticipated by this document, undoubtedly will arise. They will be reviewed and handled according to the individual circumstances.

**21.1.1** A student may withdraw voluntarily from the College/University at any time. A student who wishes to withdraw must communicate directly with the academic advisor and the Program Director and submit a University Withdrawal request via the Advisor Visit Tracking system.

**21.2** A student who wishes to seek readmission to the University must reapply via procedures outlined in Section 22 of this policy (Readmission).

**21.3** If the student is granted readmission the Program Director and Faculty Advisor will determine the content of the student's academic program, entry point, conditions, and requirements pertinent to the readmitted student's curriculum.

### **22. READMISSION**

**22.1** A student dismissed for academic reasons, a student who has withdrawn from the College or a student dismissed for non-academic reasons may seek readmission to the College.

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- 22.1.1 A student in any of these categories who wishes to be readmitted to the College of Nursing and Health Professions of Drexel University should re-apply to the Office of Admissions. Application/Readmission procedures are outlined online within the University website.

### **23. STUDENT RECORDS**

#### **23.1 Student Records and Files**

- 23.1.1 The Registrar is responsible for maintenance of all official academic records of students. Drexel University's policy regarding creation and maintenance of student records is based upon practices recommended by the American Association of Collegiate Registrars and Admissions Officers. In addition, the school's policy is governed by regulations affecting educational institutions, written by the Department of Health and Human Services, the Department of Education or any other government agency.
- 23.1.2 Drexel University maintains a Permanent Record File on each student. Included in a student file are the original application form, the undergraduate and graduate record, if applicable, and the letter of acceptance. Subsequent to the enrollment of the student at Drexel University, the student file contains course enrollment forms, grades, letters of correspondence concerning the student, letters indicating actions of the Committee on Academic Promotions, communications concerning scholarships, and other correspondence relating to the student's education at Drexel University.
- 23.1.3 In addition to written material kept in the student file, Drexel University maintains computerized general information about each student, courses taken, grades, summary statements of academic action, and enrollment information.
- 23.1.4 It is institutional policy that the material contained in the student records is confidential, with transfer of such information within the school permissible only for legitimate academic purposes. The school complies with the provisions of the Federal Family Educational Rights and Privacy Act of 1974 and subsequent amendments.

#### **23.2 Examination of Student Records**

- 23.2.1 A student, by means of written request to the Dean and the Registrar, may examine his or her student records at Drexel University. These records shall be made available to the student for review as promptly as possible. The records shall be examined in the office in which they are kept, under observation of administrative personnel, and shall not be altered, destroyed, or removed from the office. Material in records which relate to more than one individual will not be made available for direct review, but the student will be told the information on such records which relates to him or her. Former

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students have the same access to their records as those currently enrolled, however, certain information will not be retained on a permanent basis by the University (e.g. admissions materials, registration forms, and course withdrawal forms). All persons must sign the written form kept within the record and indicate the date and the reason for the review.

- 23.2.2 A student may obtain a copy of his or her student record. The costs of photocopying or duplicating records shall be borne by the student.
- 23.2.3 A student may challenge the accuracy of information contained in a record or may challenge that information if a record represents an undue invasion of privacy. In the case of a challenge, the student should meet with the faculty member or administrative official responsible for the information being questioned. The faculty member or administrative official may, through discussions with the student, concur with the challenged points and correct or delete the information accordingly. Those corrections or deletions must be made in writing. If a change in grade is submitted, the faculty member must indicate in writing the reason for doing so and complete the appropriate Change of Grade Form. If the faculty member is unwilling to amend the academic record, the student may appeal to the Dean of the College in which the course is offered.
- 23.2.4 Any review of information in the file by faculty members and administrative officers, other than by those persons responsible for keeping the records, requires the dated signature of the faculty member or administrative official on a written form kept within the records. The reviewer must include a brief statement indicating the reason for review of the record.
- 23.3 Transfer of Student Information**
  - 23.3.1 The student will be notified of the transfer of any information within the student file to persons or institutions other than those associated with or affiliated with Drexel University. Such information may be transferred only:
    - 23.3.1.1 By reason of a valid subpoena or judicial order of a court;
    - 23.3.1.2 To federal or state educational agencies provided the agency requests the information in writing and specifies the purpose for acquiring the information;
    - 23.3.1.3 To organizations responsible for the accreditation of the Drexel University;
    - 23.3.1.4 Upon written request of the student to persons he or she designates (e.g., educational institutions, hospitals, and licensing boards, etc.).
      - 23.3.1.4.1 It must be noted that the University or College is not permitted to send to

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other agencies or individuals copies of non-Drexel University transcripts, admission test scores, or National Examination score results, or other non-Drexel University score reports or information. Requests for copies of those transcripts or scores must be made directly to the organizations that originally provided such information.

23.3.2 The Office of the Registrar will prepare transcripts of students based upon information in the student file. The student must request in writing the persons, institutions, or licensing boards to which the letters or transcripts are to be sent. The student may also request a copy of the transcript(s) and may challenge the accuracy of the information to be transmitted. The initial challenge should be made to the Registrar, who prepares the letter or transcript, with the ultimate appeal to the Dean of Student Affairs.

23.3.3 The records of students shall be kept under the name used for admission to the Drexel University, unless the student files a Change of Name Form with the Office of the Registrar while in attendance at the University. Names cannot be modified after the student's graduation.

### **23.4 Release of Information (Grades, Tests, Scores, etc.)**

23.4.1 Official grades can be transmitted from Drexel University to another institution only through the Office of the Registrar. Colleges may not transmit grade information on behalf of the Office of the Registrar or the College to another institution, department, individual faculty member, Registrar, etc.

23.4.2 If a student requests a letter of recommendation, the individual faculty member may state only the grade earned in the University OT program course(s) and a narrative. Information obtained from outside sources will not be included.

23.4.3 Copies of examinations with or without answers may be made available to students at the instructor's discretion. Curves, distribution, etc., may be posted if desired. However, any posted scores must contain a statement to the effect that they do not constitute a final course grade.

23.4.4 When posting grades, faculty members will follow Federal and State Laws that prohibit the posting of scores, grades, etc., that can in any way identify a student.

23.4.5 Scores on examinations and assignments may be given to students on an individual basis (i.e., placed in the student's standard in a "sealed" manner, or posted electronically).

### **23.5 Transcripts**

23.5.1 All occurrences of the course along with associated grades will remain on

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the student's academic record as well as on the official transcript. Students will not receive additional credit for repeating a course. When a student fails a course, the grade appears on the transcript as well as the reenrollment grade(s) when applicable. Students may petition that only the highest grade be counted in the cumulative grade point average up to a maximum of two separate occurrences. This is limited to one occurrence for each specific course, for courses in which they received a grade of "B-" or below and as such that the lower letter grade is removed in GPA calculations. The final transcript grades issued at graduation cannot be modified or challenged except for clerical errors.

### **24. STUDENTS WITH DISABILITIES**

**24.1** Drexel University complies with federal and state regulations regarding students with disabilities. The University is committed to ensure that all students have equal access to educational opportunities at the University so that they can participate freely and actively in all facets of University life. Drexel University, therefore, will make an effort to provide students with reasonable academic accommodations. Students requesting academic accommodations should contact the [Office of Disability Resources \(ODR\)](#). Students have the responsibility for requesting assistance and for providing documentation of conditions that may warrant academic accommodations. Once the Director of ODR has determined that a student has a disability related need for accommodations, the Director of ODR and the student will address those needs with the student's course instructor(s) to inform them of the specific accommodations. Students may request formal Fieldwork accommodations through ODR. The Academic Fieldwork Coordinator will attempt to locate a fieldwork site that can accommodate the requests. Students who feel that their abilities may limit fieldwork specific tasks (such as indicated in the Occupational Therapy Fieldwork Manual) are strongly encouraged to meet to discuss these concerns with the Academic Fieldwork Coordinator as early as they are identified to limit potential disruption to fieldwork schedules.

**24.2** A student who does not register each semester with the ODR is not permitted to receive accommodation and may not petition the course instructor(s) directly.