



Department of Occupational Therapy

Policy 25.0. *Student Progression*

POLICY PURPOSE

To identify the process for determining student retention and progression in the graduate Occupational Therapy program when minimum Academic or Professional Behavior expectations have not been met.

POLICY STATEMENT

When unsatisfactory academic or professional behavior issues arise, the student's performance or behavior will be reviewed by a Departmental Review Committee for consideration of progression.

PROCESS + PROCEDURES

1. The Department of Occupational Therapy adheres to the University and College of Allied Health Sciences student progression policies and procedures.
2. Faculty and students are referred to the Department of Occupational Therapy Student Academic Expectations and Professional Behavior policies and procedures for specified academic and professional performance criteria.
3. When unsatisfactory academic or professional behavior issues arise, the student's performance or behavior will be reviewed by a Departmental Review Committee. The committee will be comprised of at least two faculty members of the Department of Occupational Therapy and one external faculty member of the CAHS. The student will be invited by email correspondence to address the committee. The Committee will review student and departmental documentation, as well as speak to the student and any involved faculty members. The Committee will review departmental policy and make a recommendation to the Chair of the Department as to student progression.
4. The Chair of the Department will review the recommendations of the Departmental Review Committee and make a recommendation regarding suspension or dismissal from the program. This recommendation will be forwarded to the CAHS Associate Dean for consideration.
5. The student is referred to the College of Allied Health's Student Progression Policies and Procedures for any appeal response. The student is counseled to respond within the specified timelines in order to have the appeal heard by a separate College of Allied Health Sciences' Review Committee. This committee will be represented by other College of Allied Health faculty members that are not faculty members within the



Department of Occupational Therapy. The Institutional Policies and Procedures regarding Student Progression may be found at: <http://www.augusta.edu/student-life/documents/2017austudentmanual.pdf>. The CAHS Student Policies and Procedures related to the appeals process may be found at the following link: <http://www.augusta.edu/alliedhealth/cahs-student-academic-and-grievance-policy.pdf>

Policy No.	25.0
Policy Owner:	AU Department of Occupational Therapy
Originally Issued:	July 2017
Approved:	April 2019
Last Revision:	April 2019
Last Review:	January 2020
Location:	AUOT Website / Current Students