

Academic Evaluation and Progression

Student Policy X.X

The Occupational Therapy Doctorate (OTD) Program at Quincy University maintains clear and structured academic standards to ensure student success and timely program completion.

Grading Scale

The OTD Program uses the following grading scale:

A	92 – 100
B+	90 – 91
B	82 – 89
C+	80 – 81
C	75 – 79
D	60 – 74
F	60 and below

Grades 0.5 and above will be rounded up to the next whole number.

Academic Performance Standards

- A minimum grade of C (or Pass (P) for pass/fail courses) is required for all OTD-prefix courses.
- Students who do not achieve a C or higher may not progress to the next semester until the course is successfully completed.
- Level I Fieldwork, Level II Fieldwork, Capstone Experience, and Capstone Project Dissemination require a Pass (P) grade. A grade of Failure (F) constitutes a course failure.
- Students may not receive more than 2 C grades in OTD coursework.

Course Withdrawal and Impact on Progression

- The OTD Program follows Quincy University's withdrawal policy. [Graduate Academic Policies and Procedures - Quincy University - Modern Campus Catalog™](#)
- Students who withdrawal from an OTD course will need to sit out a year in order to complete the course when it is next offered.

GPA and Academic Standing

- Graduate students must maintain a minimum cumulative GPA of 3.0 to progress each semester per QU's graduate academic policy. [Graduate Academic Policies and Procedures - Quincy University - Modern Campus Catalog™](#)
- Students who fall below the minimum cumulative GPA of 3.0 will be subject to the QU Graduate Academic Probation or Dismissal Policy.

Student Probation, Suspension, and Dismissal

Student Policy X.X

Purpose:

This policy outlines the procedures for probation, suspension (leave of absence), and dismissal for students in the OTD program who do not meet academic performance standards. It also clarifies how these procedures align with Quincy University's graduate academic policies.

Academic Probation and Course Failure

Students are expected to maintain satisfactory academic standing following the OTD Academic Performance Standards policy. A student who earns a failing grade (below C) in any OTD course will be subject to the following:

- The student must repeat the failed course at Quincy University during its next offering.
- This may result in a one-year delay in graduation and a change in cohort.
- The student's ability to progress to the next semester is contingent on approval by the OT Policy Committee.
- The student will be placed on academic probation and may be required to take a Leave of Absence (LOA) until the course can be retaken.
- The student must meet with their faculty advisor to revise their academic plan and ensure they are supported during the probationary period.
- The program director will sign off on the academic plan for a student who is placed on academic probation for the OTD program.

Suspension/Leave of Absence (LOA)

Students who fail a course and are unable to progress in the curriculum will be placed on a required LOA until the course can be retaken. During the LOA, the student may not enroll in

any other OTD courses unless otherwise specified in an individualized academic plan approved by the OT Policy Committee and the Program Director.

Dismissal from the OTD Program

A student will be dismissed from the program under the following conditions:

- Failure of two or more OTD courses, whether in the same or different semesters.
- Inability to meet the terms of academic probation or to demonstrate adequate progress after course remediation.
- Violations of professional, ethical, or behavioral standards, per university and program codes of conduct.

Review Process for Failing Coursework

- The OT Policy Committee meets at the end of each semester and mini-mester to review students with academic concerns or failing grades.
- Students under review due to course failure, potential dismissal, or other academic concerns may be invited to meet with the Committee to present their case.
- The Committee will make written recommendations about remediation, LOA, or dismissal, and communicate decisions in writing to the student.

University-Level Academic Probation and Dismissal

If a student is placed on academic probation or dismissed by the University, the OTD program will follow the policies and procedures outlined in the Quincy University Academic Catalog in the Graduate Academic Policies and Procedures section. This includes:

- University-level probation if the student's term or cumulative GPA drops below 3.0, with review by the Graduate Academic Review Committee.
- Dismissal if the cumulative GPA is not raised to 3.0 or above after one semester on probation.
- Appeal procedures for university dismissal through the Academic Appeals Committee via the Office of Academic Affairs.
- Readmission and reinstatement guidelines, including a one-time reinstatement limit.

Appeal Process

Students who wish to appeal a failing grade or program dismissal must follow the procedures outlined in the Graduate Academic Policies and Procedures in the [Quincy](#)

[University - Modern Campus Catalog™](#). Appeals must be initiated within the period specified by university policy.

Capstone and Fieldwork Completion Requirements

All students must complete Level II Fieldwork and the Doctoral Capstone Experience and Project within the maximum time allowed by the program (Student Policy X.X Timely Completion of Level II Fieldwork and Doctoral Capstone). Delays due to course failure or LOA must not exceed these limits, as detailed in the program's academic progression policy.

Transparency and Communication

This policy, along with all related academic performance standards, is published in the OTD Student Handbook and discussed during student orientation. Students are responsible for familiarizing themselves with these policies and seeking clarification when needed.

Additional Clarification

The OT Policy Committee aims to ensure that students who face academic challenges have appropriate support and guidance to meet graduation requirements in a timely manner. All Level II fieldwork and the doctoral capstone must be completed within the time frame established by the program. These criteria are communicated to students in advance to promote transparency and understanding of the program's academic policies.

Withdrawal and Readmission

Student Policy X.X

Readmission Criteria

A student seeking readmission to the OTD program must meet the following criteria:

1. The Occupational Therapy Policy Committee's recommendation at the time of withdrawal.
2. The length of time elapsed between withdrawal and the anticipated date of readmission must be no longer than 1 year.
3. A review of the student's academic transcripts, with recommendations for any necessary additional coursework to maintain program continuity.

Students who have been out of the program for more than one year must reapply for admission. Readmission will depend on program enrollment availability at the time of application.

Application Process for Readmission

Students seeking readmission must complete the application process through Enrollment Services or OTCAS, in accordance with Student Policy X.X (Admission to the OTD Program).

Ineligibility for Readmission

Students dismissed from the OTD program for academic or professional issues are not eligible for readmission.

This policy ensures that the readmission process is fair, consistent, and aligned with academic and professional expectations within the QU OTD program.

Completion in a Timely Manner

Student Policy X.X

To ensure students' progress through the Quincy University OTD program in a timely and structured manner, the following guidelines must be adhered to:

Progression to Next Semester

Students must complete all term coursework to be eligible to progress to the next semester.

Fieldwork Preparation

Students are required to complete all academic preparation for each level of fieldwork before beginning the subsequent fieldwork rotation. All requirements for prior fieldwork experience must be satisfied before progressing to the next level.

Completion of Coursework Before Level II Fieldwork

Students must complete all scheduled academic coursework before beginning Level II fieldwork. Failure to meet this requirement will delay progression to fieldwork.

Completion of Level II Fieldwork and Capstone Preparation

Students must complete all Level II fieldwork and associated preparatory tasks before advancing to the doctoral capstone experience.

Timely Completion of Level II Fieldwork and Doctoral Capstone

All Level II fieldwork and the doctoral capstone experience must be completed within 24 months of completing the didactic courses (ACOTE 2023, A.3.3).

Failure in Clinical Education

Students who fail clinical education experience (fieldwork or capstone) will be subject to the OTD Program and QU's academic policies. Remediation of identified performance areas must be completed prior to participating in a subsequent clinical education experience.

Additional Clarification:

The OTD program at Quincy University ensures that all students are supported throughout their journey to graduation by maintaining clear expectations for timely completion of coursework, fieldwork, and the capstone experience. The program provides remediation strategies and academic support to help students meet these requirements within the time frame established. All students are expected to meet the established academic and clinical milestones to ensure successful progression and completion of the program.