

# Duke Occupational Therapy Doctorate Division

## Bulletin Addendums for 2022-2023

### 4.2 THE PROGRESSION REVIEW

Add:

- You may carry into succeeding semesters no more than one 1 (incomplete) course grade. You may not carry incomplete grades into Level II fieldwork courses.
- Policies for Failing an APEx course are outlined in the Fieldwork Handbook.
- Policies for Incomplete grades for an APEx course are outlined in the Fieldwork Handbook.

Remove:

- Students must receive a pass in the appropriate courses in order to progress in the curriculum.

### 4.3 DETERMINATION OF ACADEMIC STANDING AND PROGRESSION FOLLOWING THE REVIEW (revised section)

The promotions committee takes the data from the above review and makes corresponding decisions about supporting student progression. The following table provides an overview of the decisions the OTD Division Promotion Committee can make about your standing and progression. Specific definitions of each category follow.

Academic Standing (considers also Professionalism Standing)	Promotion-related Determinations
In good standing	Promote (May include written or verbal feedback to continue successes in academics and professionalism)
Initiating a probationary period	Issue Written notice and summary of conditions and timeline for the probationary period
Sufficient progress with probationary period	Satisfactory progress to date on conditions and timeline for the probationary period
Good standing - Restored	Probationary period satisfactorily completed; restore to good standing
Suspended	Conditions of the probationary period have not been met; halt progression in the program; Advise resignation in certain cases.
Dismissed	Dismissal after additional opportunities to complete remediation plan

#### **In Good Standing**

You are in Good Standing if you have earned no failing grade and no more than one LP final course grade in all didactic or APEx courses AND your professionalism is consistently congruent with the expectations of didactic and APEx learning contexts. If the Promotion Committee determines you to be in good standing, they will decide to Promote. You may still receive written or verbal feedback noting areas that would optimize your success.

#### **Initiating Probationary Period**

You may enter a probationary period if your academic success or professionalism has suffered because of any of these issues:

1. You have more than one final grade of LP.
2. A professionalism concern has been documented that has resulted/is resulting in a professional development plan.
3. You do not pass an APEx course.

The purpose of a probationary period is to identify action steps to support your success in academics and professionalism. You will be an active collaborator with your Home Group advisor in establishing and evaluating the conditions that will support your success in professional coursework and professionalism.

#### **Sufficient Progress with Probationary Period**

The OTD Division Promotion Committee, in collaboration with your advisor, will review the progress of your status in relation to the probationary period. If you are making good progress on the goals and action plan, the Committee will assign you the status of Sufficient Progress with Probationary Period. This status assumes you will continue to work toward Good Standing.

#### **Restored to Good Standing**

If you entered the Probationary Period and have satisfied the conditions of the remediation plan, the OTD Division Promotion Committee can recommend that you be restored to good academic standing.

#### **Academic Suspension**

If you entered the Probationary Period and have not satisfied the conditions of the Academic Probation or demonstrated sufficient progress by the established timeline, you may be placed on Suspension. Suspension means you do not progress in the curriculum until the conditions of a probationary period have been satisfied. The Program Director consults with the Vice Dean for Education, who is responsible for placing you on suspension or dismissing you upon finding unsatisfactory academic or fieldwork remediation.

The program director and faculty of the OTD Division may recommend Suspension to the Vice Dean if:

1. You fail a course in the curriculum that is pre-requisite to subsequent courses.
2. You unsuccessfully remediate a failed course.
3. You have multiple final LP grades and do not complete or make sufficient progress on the conditions of the probationary period in the time allotted.
4. There is recurring and/or egregious lapses in professionalism.

#### **Dismissal from the Program**

Duke OTD's faculty and staff are strongly committed to helping you succeed; however, some circumstances warrant dismissal. The OTD Division Promotion Committee, Division Program Director, in collaboration with the Vice Dean for Education, will use the following standards for recommending that a student be dismissed from the program.

1. Failure of two didactic courses or failure of two attempts at a Level II fieldwork course.
2. Failure of the same course twice.
3. A serious violation of professionalism as outlined in the School of Medicine Code of Professional Conduct or the AOTA Code of Ethics.

You are determined to be dismissed from the OTD program when you receive a decision of dismissal. If you are dismissed from the program, the Vice Dean for Education will notify you in writing.

#### 4.4 APPEALS OF ACADEMIC STATUS

If you are dismissed from the program, you will be notified in writing by the Vice Dean for Education. You may appeal this decision by indicating in writing to the Vice Dean for Education: (a) reasons why you did not achieve minimum academic standards, and (b) reasons why your academic standing should be changed. Each appeal will be considered on its merit. Individual cases will not be considered as precedent. All appeals must be mailed to the Vice Dean for Education via United States Postal Service Certified Mail and by email, within three weeks of notification of academic status.

Upon receipt of the appeal the Vice Dean for Education will review the appeal with consultation from the appeals committee, your advisor, and the appropriate course director. The Vice Dean for Education will determine if the appeal of dismissal should be granted. If your appeal of your dismissal is approved, the Vice Dean for Education will document your change in status and communicate in writing the conditions and plans for your reinstatement. If your appeal of your academic status is not approved, the decision of the faculty is upheld. The Vice Dean for Education will notify you of the decision on the appeal in writing within three weeks of receipt of the appeal.

#### 4.5 VOLUNTARY WITHDRAWAL AND LEAVE OF ABSENCE POLICY

##### 4.5.1 Leave of Absence

If you experience a short-term medical or personal situation that will keep you from progressing in courses for a period of more than 3 weeks, you must submit a letter to the Division Program Director for a short-term leave of absence.

For longer absences, you may request a leave of absence (LOA) from the OTD Division for personal or medical reasons for a period not to exceed one calendar year. To initiate the request, you must submit a written request to the Division Program Director. The letter should indicate the official date of the withdrawal or leave of absence and anticipated duration of the leave. The official date identified by you will be used in determining the refund of tuition and fees and the assignment of grades.

Once a Leave of Absence is finalized, the Program Director will notify the Offices of the Registrar and Financial Aid in the School of Medicine. You must speak with the Financial Aid Office to clarify the impact of the LOA on your financial aid package and any additional fees associated with an off-cycle program completion. You must also speak with Student Health administration to determine the impact of a LOA on your health insurance coverage. It will be your responsibility to contact these offices and ensure that all requirements regarding the leave are met.

If you desire a LOA extension beyond one calendar year, you may be required to apply for readmission to the OTD Program. When a leave of absence is taken, the Program Director may require you to repeat some or all of the courses completed prior to the leave of absence. If you are requesting a medical leave of absence, you may be required to provide documentation from a healthcare provider that you are medically cleared to return to the OTD program and can meet the program required technical and code of professionalism standards. In all cases of a leave of absence, you are required to complete the full OTD curriculum to be eligible to earn the Doctorate degree.

##### 4.5.2 Voluntary Withdrawal

Voluntary withdrawals are initiated at your written request. Working with the Program Director, a mutual decision is reached about the effective date of the withdrawal and associated implications. The Program Director will notify the Offices of the Registrar and Financial Aid in the School of Medicine. The Office of the Registrar will process the withdrawal and remove you from enrollment. The Office of Financial Aid may require reimbursement of financial aid that has been disbursed. You should also contact these offices to ensure that all responsibilities regarding this process have been fulfilled. Your permanent academic record will reflect that you were enrolled for the term and that you withdrew on the specific effective date.

#### **4.5.3 Leave of Absence/Withdrawal Grades**

Assignment of grades if you have voluntarily withdrawn or taken a leave of absence is made based on current grading policies. If you leave the program prior to 70 percent of the completed semester, you will receive a W (withdraw) for all courses in which you are enrolled. If you leave after 70 percent of the completed semester, you will receive a WP (withdraw passing) or a WF (withdraw failing) depending on current performance for all courses in which you are enrolled.

## 4.9 REQUIREMENTS FOR SITTING FOR THE NBCOT REGISTRATION EXAM

To sit for the national certification exam administered by the National Board for Certification in Occupational Therapy (NBCOT) (<http://www.nbcot.org/>), you must:

- Successfully complete the academic and fieldwork portions of the program including 24 weeks of Level II fieldwork.
- Receive clearance to graduate from the Duke School of Medicine and Registrar.
- Apply to take the certification examination through NBCOT. Follow all directions provided on the NBCOT web site (<http://www.nbcot.org/>) and pay applicable fees. As requested by NBCOT, provide additional documentation (e.g., character references).

Please note that the NBCOT has security policies related to its certification examination that restrict disclosure of confidential examination material content to a third party. NBCOT strictly monitors compliance with these policies.

### Courses of Instruction

Remove:

OTD 613 Comprehensive Assessment and Management of Practice II

OTD 614 Comprehensive Assessment and Management of Practice III

OTD 615 Comprehensive Assessment and Management of Practice IV

OTD 607, 608, 609 – remove “Students have the option of substituting an elective...”