Scholastic and Graduation Requirements

This policy meets the minimum University of Washington standards; however, where standards in this document are more stringent or specific; the program requirements herein will take precedent.

1. **Graduation Requirements:** In order to earn the Master of Occupational Therapy degree, students must:
   
   1.1. In accordance with graduate school requirements, earn a minimum grade of 2.7, or a “credit” in non-graded courses, in each required course in order to be in good standing in the occupational therapy program.
   
   1.2. Maintain a cumulative GPA of 3.0 or credit in all required courses, including didactic and fieldwork courses to earn the degree.
   
   1.3. In any course with both didactic and clinical/laboratory components, the student must pass both portions in order to pass the course.
   
   1.4. Earn “credit” grades in the two required Level II Fieldwork placements.

2. All courses are required and must be completed in the designated lock-step sequence. Students may not drop from any required didactic or fieldwork course. A student may not drop a class or fieldwork due to unsatisfactory performance.

3. If a student receives a grade below 2.7 or a “no credit” in a required didactic course, continuation in the program is subject to review by the Occupational Therapy Advisory and Evaluation Committee (OTAEC). OTAEC decisions may include, but are not limited to, a one-year program withdrawal or program dismissal. If the decision is for program withdrawal, the student will be placed on academic probation and must satisfactorily repeat and pass the course at the next offering in order to re-enter the program.

4. If at any point the cumulative GPA in the OT program falls below 3.0, the student’s academic record is reviewed by the OTAEC and the student is placed on academic probation. In order to be taken off probation, the student must achieve a cumulative GPA of 3.0 in program courses by the end of the next two consecutive quarters, or within a time frame designated by the OTAEC. If a student is unable to remove his/her probation status in the required timeframe, the student is subject to dismissal from the program.

5. An “Incomplete” grade may be given only when the student has been in attendance in class and done satisfactory work to within two (2) weeks of the end of the quarter. The student must provide satisfactory proof to the instructor that the work cannot be completed because of illness or other circumstances beyond the student’s control. If the instructor grants an incomplete, the required coursework must be completed no later than the last day of the following quarter.
6. Students must satisfactorily complete all academic coursework and all Level I Fieldwork placements in order to be promoted to Level II Fieldwork. If a Level I Fieldwork placement is not completed satisfactorily according to the criteria specified on the Level I Fieldwork Performance Evaluation form, it must be successfully repeated before the start of the next quarter. The student may repeat each Level I Fieldwork placement only once. If the student does not pass Level I Fieldwork, he/she will receive a failing grade in the course and be subject to dismissal from the program.

7. Both of the two required Level II Fieldwork placements must be completed with a “credit” grade in order to graduate from the program. Both placements must be completed within 24 months after the completion of the didactic portion of the program.

7.1. If a placement is discontinued at any point prior to or at the end date of placement due to unsatisfactory performance, the student will receive a “no credit” grade in the Fieldwork II course and be placed on probation. Continuance in the program is subject to review by the OTAEC. Students are allowed to repeat only one Fieldwork II placement for which they have received a “no credit” grade. If the repetition or subsequent Fieldwork II placement is failed, the student will be dismissed from the program.

7.2. The student must petition the OTAEC if he/she wishes to repeat the Level II Fieldwork placement for which he/she has received a “no credit” grade. If the Committee approves the student petition to repeat the Fieldwork II placement, it must be completed in the Seattle/Tacoma vicinity to assure optimal monitoring by the Academic Fieldwork Coordinator. Should the student decide not to petition to repeat the Fieldwork II placement, or if the petition is denied, he/she will be dismissed from the program.

8. Throughout the program, the student is expected to comply with the Student Conduct Code of the University of Washington. Any violation of such Code will be subject to jurisdiction of the University of Washington and Master of Occupational Therapy Program.

9. The student must meet academic and non-academic factors which ensure the Essential Requirements of Occupational Therapy at the University of Washington School of Medicine: Admission, Retention, and Graduation Requirements. The student is expected to demonstrate satisfactory professional and ethical behaviors in classes; in working with faculty, staff and classmates; and in Level I and II Fieldwork placements.

10. At any point in the program, a student’s entire record may be reviewed by the OTAEC relative to continuance in the program. This review may include didactic coursework, clinical or laboratory performance, Fieldwork I and II performance, and/or professional behaviors. Based on OTAEC review, a student may be subject to dismissal from the program.

11. If the student feels that unusual circumstances warrant reconsideration of an academic decision of the above requirements and/or academic dismissal from the program, a written request for review must be filed with the OTAEC within 10 working days of receipt of the academic decision. The Committee will convene and conduct a review within 30 calendar days of receipt of written review request and issue a decision by 14 working days after the
review. Review decisions of the Occupational Therapy Advisory and Evaluation Committee are final.

Date of policy: 01/11/00
Revised and approved 11/20/09
Revised and approved 2/3/2010
Revised and approved 8/31/2015

I (print name) ________________________________, certify with my signature below that I understand and will abide by the above policy of the Division of Occupational Therapy.

___________________________________________  _________________________
Student’s signature                Date