



**JEFFERSON COLLEGE OF REHABILITATION SCIENCES
DEPARTMENT OF OCCUPATIONAL THERAPY**

Academic Policies

Academic Year 2020-2021

Center City Campus

901 Walnut Street
Health Professions Academic Bldg. Suite 600
Philadelphia, PA 19107
Phone: (215) 503-8010
Fax: (215) 503-2950

East Falls Campus

4201 Henry Avenue
Ronson Health and Applied Science Center, Suite 225
Philadelphia, PA 19144
Phone: (215) 951-2911
Fax: (215) 951-2526

www.jefferson.edu/ot

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IMPORTANT NOTICE

The Department of Occupational Therapy reserves the right to amend or add academic policies and scholastic regulations at any time, provided that such changes or additions are intended to improve the quality of education and are introduced in a fair and deliberate manner with appropriate notice provided to all students affected by the change.

NOTICE OF EQUAL OPPORTUNITY

Thomas Jefferson University (TJU) is committed to providing equal educational and employment opportunities for all persons without regard to race, color, national or ethnic origin, marital status, religion, sex, sexual orientation, gender identity, age, disability, veteran's status or any other protected characteristic. The consideration of factors unrelated to a person's ability, qualifications and performance is inconsistent with this policy.

Any person having inquiries or complaints concerning Thomas Jefferson University's compliance with Title VI; Title IX; the Age Discrimination Act of 1975; the Americans with Disabilities Act; or Section 504 of the Rehabilitation Act, is directed to contact their Student Affairs Dean or Human Resources – Employee Relations, who has been designated by Thomas Jefferson University to coordinate the institution's efforts to comply with these laws.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202, or the Director, U.S. Department of Education, Office for Civil Rights, Region 3, Philadelphia, Pennsylvania, regarding the University's compliance with the equal opportunity laws.

DIVERSITY STATEMENT

Thomas Jefferson University's Diversity Statement is located at:

<https://www.jefferson.edu/university/academic-affairs/schools/student-affairs/student-handbooks/diversity-statement.html>

INTERPROFESSIONAL EDUCATION

The Department of Occupational Therapy agrees with the vision that interprofessional collaborative practice is the key to safe, high quality, accessible, patient-centered care. Throughout the curriculum students have the opportunity to participate in a variety of interprofessional learning activities designed to develop students' knowledge of roles and expertise of other professions and skills in team communication and interprofessional practice.

Jefferson College of Rehabilitation Sciences has adopted Interprofessional Core Competencies. Students will:

1. Respect the unique cultures, values of, roles/responsibilities and expertise of other health professionals.
2. Explain the roles and responsibilities of other care providers and how the team works together to provide care.
3. Work to ensure common understanding of information, treatment and care decisions by listening actively, communicating effectively, encouraging ideas and opinions of other team members and expressing one's knowledge and opinions with confidence, clarity and respect.
4. Reflect on the attributes of highly functioning teams and demonstrate the responsibilities and practices of effective team members.

COLLEGE ACADEMIC STANDARDS

GRADING CRITERIA

Jefferson College of Rehabilitation Sciences adopted the following grading system in courses:

GRADES	Numeric Range	Quality Points
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D	60-69	1.0
F	Below 60	0.0

ACADEMIC PROBATION AND DISMISSAL

Students must meet minimum required academic standards within the JCRS. For Academic Probation and Dismissal standards for the University, please refer to the TJU Student Handbook.

COMPLETION OF THE PROGRAM

Students are required to complete their course of study within one and a half times the published length of the program.

GRADE POINT REQUIREMENTS FOR GRADUATION

To be a candidate for graduation, students must have successfully completed all credits of their specified program, and have a cumulative grade point average of 3.0 or higher on all coursework.

SEQUENCE THROUGH THE PROGRAM

The curricula are designed so students are enrolled in an entry-level program in occupational therapy that follows the sequence of courses of their program. If a student is returning from a leave of absence, or needs to repeat a non-fieldwork course, they will wait **until the sequence is repeated in the program curriculum**. PLEASE NOTE: In Center City, students register for the repeated course; in East Falls, the program director registers students.

Students' academic records and professional behavior are reviewed at the end of each semester, including summer, to evaluate academic standing and satisfactory progress toward degree requirements. The Department Chair or Program Director will notify the student when problems in academic performance may jeopardize a student's academic standing.

BENCHMARKS FOR PROGRESSION

- Students must earn a minimum grade of C in all occupational therapy courses.
- Students must maintain a 3.0 Cumulative Grade Point Average (CGPA) to remain in good academic standing in the program.
- In credit/no credit courses, students must earn an 80 or higher in a non-fieldwork course.
- In order to be eligible for Level II fieldwork, students must have achieved a minimum CGPA of a 3.0 and be in good academic standing within the Department and JCRS.
- When on probation, student progression in the program is according to the program's accredited published Curriculum as described in program appendices

PROBATION

Students are placed on academic probation under the following circumstances:

- When students earn a cumulative grade point average (CGPA) below 3.0.
(Note: The BS/MS Programs' CGPA is comprised of all OT courses.)
- When students earn a final course grade of C-, D+, D, or D- or a 79 or less in a credit/no credit course.

The Department of Occupational Therapy Student Affairs Committee (SAC), which is comprised of Department faculty, reviews, tracks, and reports all academic actions related to academic progression, and standing (probation and dismissal) at the conclusion of each semester.

After Student Affairs Committee review, the Department Chair is advised of the recommended student action and an official document is generated by the department and sent to the student and appropriate University officials. Students should meet with their adviser to discuss their situation and to seek support when these instances occur.

DECELERATION

Students must decelerate (not progress in the full-time program) under the following circumstances:

- When students are placed on academic probation the semester prior to Level II Fieldwork; they must decelerate, not progress to Level II Fieldwork until student achieves good academic standing.
- Based on the accredited Curriculum of the **MSOT Program in East Falls**:
 - When students earn a final course grade of C-, D+, D, or D- in a CORE course or a 79 or less in a credit/no credit CORE course, students decelerate and must repeat the course and earn a grade of C or higher to proceed in the program. The CORE courses are Functional Anatomy, Applied Neuroanatomy, Assessment & Intervention courses (Children & Youth; Adult), and Psychosocial Interventions [or their equivalent]).
 - When students earn final course grade of C-, D+, D, or D- in a NON-CORE course or a 79 or less in a credit/no credit NON-CORE course, students must repeat the course and earn a grade of C or higher to proceed in the program.
- Based on the accredited curriculum of the **MSOT Program and OTD Program** in Center City, when students earn a final course grade of C-, D+, D, or D- in any course, students decelerate and must repeat the course and earn a grade of C or higher to proceed in the program.

REINSTATEMENT OF ACADEMIC STANDING

Reinstatement of academic standing is achieved after review by SAC at the conclusion of each semester and a recommendation for reinstatement is approved by the committee.

Students who are placed on probation because their GPA is below a 3.0 must raise their CGPA to a 3.0. Good academic standing is reinstated if the student achieves a CGPA of 3.0 within two semesters.

Students who are placed on probation because their course grade is C-, D+, D, or D- or 79 or less in a credit/no credit course must repeat the course. Good academic standing is reinstated if the student achieves a grade of C or above or 80 or above in a credit/no credit course. Students can only repeat a course once during the academic program.

DISMISSAL

Students are dismissed if they receive a final course grade of F.

Students who are placed on probation because their GPA is below a 3.0 are dismissed if they do not achieve a CGPA of 3.0 within two semesters.

Students who are placed on probation because their course grade is C-, D+, D, or D- or 79 or less in a credit/no credit course are dismissed if they do not receive a C or above in the repeated course.

Students may be dismissed for violation of the University and/or College Academic Integrity Policies (refer to University and College Student Handbooks)

Students may be dismissed for failure to meet standards and expectations outlined in an academic learning contract.

REQUEST FOR READMISSION

Students who are dismissed may petition the Chair of the Department of Occupational Therapy for readmission to the program. Students should refer to the readmission policy in the JCRS Student Handbook.

REMEDiation

Students who fail to achieve satisfactory performance in academic or fieldwork courses are placed on academic probation and must enroll in the *OT 699 Academic/Fieldwork Challenges and Remediation Part A*. Students may be required to enroll in *OT 699 Academic/Fieldwork Challenges and Remediation Part B* (Students must pay tuition per credit).

Through the coursework and with guidance from the instructor, students develop, implement and evaluate their performance on a remediation plan that addressed their unsatisfactory performance in the academic or fieldwork course.

PLEASE NOTE: In Center City, students register for the course; in East Falls, the program director registers students. Upon successful completion of the course student resumes progression in the program.

APPEAL OR GRIEVANCE OF ACADEMIC ACTION

Students can appeal a final course grade. Students should refer to the Grade Appeal Policy in the JCRS Student Handbook.

Student can file a grievance if they believe the program/university policy regarding dismissal was not followed. Students should refer to the grievance procedure in the JCRS Student Handbook.

WITHDRAWAL FROM COURSE OR PROGRAM

Students are encouraged to discuss their intent to withdraw with their faculty advisor and/or program director.

Students may initiate withdrawal from the program or a course by due notice, provided they are not subject to dismissal because of failure, disciplinary action, or departmental academic or clinical dismissal policies.

Students must secure the approval of the program director and the Registrar to withdraw from a course or their Program.

Students must complete the appropriate Registrar's forms. Notification to the instructor without completion and submission of the appropriate change of status form does not constitute official withdrawal. Please refer to the course withdrawal policy in the TJU student handbook.

DEPARTMENT POLICIES

TRANSFER BETWEEN PROGRAMS

Transferring between programs is not allowed. The Department of Occupational Therapy may consider allowing traditional, MSOT and OTD students (not 3+2 MSOT students) to switch programs prior to the start of the semester of their first year if the student meets the mandatory program specific requirements and there is an available seat open in that program. There will be no transferring between programs after the start of the first day of the first semester of the curriculum.

ATTENDANCE

Attendance is expected in all classes for which a student is registered. The course instructor, in conjunction with the academic department, determines attendance requirements for each course. These requirements along with the learning objectives and the anticipated outcomes of the course shall be clearly communicated in the course syllabus in Center City and "Course Policies" in East Falls.

TELECOMMUNICATIONS

Mobile phone should only be used for emergency situations. Students should not use mobile phone for personal calls or text messaging during lecture, labs, tests, learning activities and/or clinical hours.

Jefferson email (firstname.lastname@studentss.jefferson.edu) must be used for all communication with faculty and staff. Jefferson e-mail should not contain patient communications or Confidential

Information, including PHI.

Jefferson social media platforms are used increasingly by the University, College, Department, students and employees. Social media platforms have the potential to create a significant impact on the reputation of professional organization. Students must adhere to the University's Social Media Policy, described in the University Handbook.

PLEASE NOTE: Faculty recognizes that emergencies do occur. If students need to use cell phone during class in response to an emergency, they should alert the course instructor that they are expecting an urgent message and excuse themselves with little disruption to faculty, guests and fellow students.

DEPARTMENT COMMUNICATION

Department faculty communicates information to students through a variety of methods. Information is posted on Canvas courses and Occupational Therapy Student Center on Canvas, in course syllabi and through e-mail. The MSOT Program-East Falls also utilizes SLACK.

Faculty arranges their own office hours and communicates this information to students on course syllabi, the course website and/or sign-up sheets kept in a binder at the front desk. Faculty makes every attempt to return student's emails within 24-48 hours during the week and within 48-72 hours on the weekend.

STUDENT PROFESSIONAL PRESENTATIONS OR PUBLICATIONS

When a student in the Department of Occupational Therapy at Thomas Jefferson University, submits a proposal for professional presentation or professional publication, the student must have a faculty member co-submit with them. This policy is to ensure standards consistent with those of the department and the university.

MAINTAINING CLEAN AND SAFE ENVIRONMENTS

All students are taught techniques for maintaining clean and safe environments for the individuals and families who are seen by occupational therapy practitioners. Protocols for cleaning and maintaining equipment, assessment and intervention materials, infection control, universal precautions, evacuation procedures, and maintenance of safe equipment and environments including their own use of proper body mechanics are taught in courses and laboratories. Students are expected to fully participate in these activities to demonstrate their competence and understanding of the importance of this content to the professional practice.

LAB SAFETY

1. Students read all labels carefully before using any material for the first time.
2. Students adhere to all printed warnings and precautions.
3. If a label is non-specific, confusing, or absent, seek further information from instructor before using.

STORING MATERIALS

1. All hazardous materials (i.e. cleaning fluids) are stored in containers that are labeled clearly with all contents listed.
2. All containers are to be tightly covered when not in use.
3. Flammable and combustible liquids are not stored in any labs.

HANDLING, USE , DISPOSAL OF MATERIALS

1. All students are given detailed instructions regarding the handling, use and disposal of all materials and tools that pose potential health hazards. Students do not handle materials or tools without prior instruction from lab instructor.
2. Students use tools and materials only in the manner specified by faculty. If students are unsure of correct usage, they should request assistance from faculty.
3. Paper towels and rags used in cleanup must be placed in designated disposal cans.

SAFETY AND HEALTH

1. Fully supplied First Aid Kits are located in the laboratory areas and office suite. Instructors identify First Aid Kits at the beginning of each semester.
2. The First Aid Kit is replenished at the beginning of every semester.
3. To ensure safety, students are responsible for using tools and supplies correctly and for cleaning up all materials at the end of each lab class. The lab room will be left in the same state of cleanliness and set-up in which it was found.
4. Students return all supplies and tools to appropriate storage units (cabinets, shelves, closets).
5. Proper cleaning of equipment (i.e. mats, toys) is completed after every lab session. Cleaning solutions are kept in labeled containers in each lab room
6. Students clean mats, therapy balls, toys and other surfaces with cleaning solutions after use in lab activities. Cleaning solutions are replenished every semester. Students inform course instructor if the cleaning solution supplies are running low.
7. Linens used in lab activities (towels, pillowcases, sheets) are placed in the appropriate container for laundering in each lab space.

EMERGENCY AND FIRE PROCEDURES

1. In the event of an emergency (i.e. student injury/illness) students notify faculty immediately.
2. For local emergency medical response outside of class time, students call **911**.
3. If faculty cannot be located or if faculty is injured, students call **CAMPUS SECURITY**:
 - a) **On CENTER CITY, dial 811.**
 - b) **On EAST FALLS, dial 215-951-2999**
4. Students notify another faculty member immediately or the Department of Occupational Therapy office suite after contacting Campus Security.
 - a) **On CENTER CITY, dial 215-503-8010**
 - b) **On EAST FALLS, dial 215-951-2911**
5. In the event of a fire, students notify faculty (if faculty are available), call **Campus Security** and give their name, the phone number and location they are calling from, the location of the fire and an exact description of the fire including what they see and smell. Students then sound the fire alarm. Fire alarms are located in the hallway of every building. After sounding the fire alarm, all students evacuate the building and proceed outside following the posted evacuation plans. Evacuation plans are posted in every hallway in all campus buildings.
6. In the event that a non-emergency situation arises that requires medical assistance, students notify faculty immediately. If faculty cannot be located, students contact **Campus Security**.
7. If students become ill (i.e. light headed, nauseous) from exposure to lab supplies, faculty should be notified immediately. Students should be examined by health care staff at University Health Services on Center City or Student Health Services on East Falls campus.

FIRE PREVENTION

1. Students are aware of ignition sources and heating elements (i.e., iron, glue guns, heating guns).
2. Do not use flammable liquids in the presence of ignition sources.
3. Use electrical circuits that are labeled and approved for use.
4. Do not overload electrical circuits, and report any electrical malfunctions no matter how small or seemingly insignificant immediately to faculty.
5. Splinting pans and heating guns should not be relocated to other electrical outlets without permission from faculty.

PROGRAM ACCREDITATION

All programs in the Department of Occupational Therapy are accredited by the *Accreditation Council for Occupational Therapy Education (ACOTE®)*.

1. MSOT Program Center City – 2016, Maximum 10-year re-accreditation
2. MSOT Program East Falls – 2017, Maximum 10-year re-accreditation
3. OTD Program Center City – 2017, Maximum 7-year initial accreditation

Contact information for ACOTE ® is:

Accreditation Council for Occupational Therapy Programs (ACOTE) of the American Occupational Therapy Association

6116 Executive Blvd., Suite 200

North Bethesda, MD 20852-4929

www.acoteonline.org

301-652-2682

<https://www.aota.org/Education-Careers/Accreditation.aspx>

Accreditation is a system for recognizing educational institutions and professional programs affiliated with those institutions for a level of performance, integrity, and quality, which entitles them to the confidence of the educational community and the public they serve. Accreditation of educational programs for the occupational therapist and the occupational therapy assistant is granted by the Accreditation Council for Occupational Therapy Education (ACOTE®) of the American Occupational Therapy Association (AOTA). ACOTE ® is recognized as the accrediting agency for occupational therapy education by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

PROGRAM COMPLIANCE WITH ACOTE EDUCATION STANDARDS

If a student believes the program is not in compliance with the ACOTE education standards, a complaint, or grievance, must be submitted in writing to the Program Director and Department Chair with documentation for the complaint. (*ACOTE Standard A.4.4*)

The Department Chair and Program Director, will review the complaint and accompanying documentation, and respond to the student within three business days of receiving the complaint. If the student is not satisfied with the response, they have the right to contact the Dean of the College of Rehabilitation Science (JCRS) and if still not satisfied with the response, contact ACOTE.

Phone: 301-652-2682

E-mail: www.acoteonline.org

CERTIFICATION AND LICENSURE ELIGIBILITY

PROFESSIONAL CERTIFICATION

MSOT PROGRAMS:

Students who successfully complete the academic and fieldwork requirements are eligible to take the Certification Examination of the National Board for Certification in Occupational Therapy (NBCOT).

OTD PROGRAM:

Students who successfully complete the academic, fieldwork and doctoral capstone experience/project requirements of the OTD program are eligible to take the Certification Examination of the National Board for Certification in Occupational Therapy (NBCOT); however, NBCOT will not release the results until the OTD student successfully completes all coursework and Capstone Experience/Project related activities. OTD students successfully completing the examination can use the designation Occupational Therapist, Registered (OTR) and are eligible to apply for a permanent state licensure to practice after successful completion of the entire OTD curriculum.

ALL PROGRAMS:

Certification or licensure as a health professional may be denied to individuals convicted of a felony or misdemeanor. Obtain information regarding individual eligibility from the appropriate credentialing bodies. These individuals should consult state licensing agencies and NBCOT prior to attending OT school. Level I and II, fieldwork and Capstone sites may require health and clearances such as background check, child abuse clearance, fingerprinting, drug screens and CPR certification at various times through the curriculum in order to permit participation in the fieldwork and/or Capstone experiences.

Participation in Level I and II Fieldwork are required components of the curriculum and a requirement for graduation. Students are responsible for the cost. Level I and II fieldwork sites may deny a student's participation in the fieldwork because of a felony or misdemeanor conviction, failure of a required drug test, or inability to produce an appropriate health clearance, which would result in delayed graduation or in the inability to graduate from the program. When you apply for admission to take the certification examination, you will be asked to answer questions related to the topic of felonies. For further information on limitations that apply to this topic and on the certification process, contact NBCOT:

One Bank Street, Suite 300

Gaithersburg, MD 20878

Phone: (301) 990-7979

Fax: (301) 869-8492

Email: info@nbcot.org

STATE LICENSURE FOR OCCUPATIONAL THERAPY

Each state has its own form of regulation for occupational therapy practitioners. State Licensure Boards protect the health of the consumer. The Academic Fieldwork Coordinator will instruct students in this process during their final academic semester. If you have further questions regarding specific state licensure requirements, call the numbers listed below, or contact AOTA at www.aota.org for names, telephone numbers and contact information of other state licensure boards (1-800-SAY-AOTA).

PENNSYLVANIA

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/OccupationalTherapy/Pages/default.aspx>

PO BOX 2649

Harrisburg, PA 17105-2649

(717) 783-1389

NEW JERSEY

<https://www.njconsumeraffairs.gov/ot>

PO BOX 45037, Newark, NJ 07101

(973) 504-6570

DELAWARE

<https://dpr.delaware.gov/boards/occupationaltherapy/>

861 Silver Lake Blvd. Suite 203, Dover, DE 19904

(302) 677-7304