

**PROGRAM SPECIFIC PARTICIPATION & PROGRESSION POLICIES**

*Adapted April 30, 2020*

This document is a summary of program specific policies presented here for the information of those who are considering or have been accepted in the program. The Pallavi Patel College of Health Care Sciences Student Handbook lists some of these policies, but in many cases, defer to the program for those specific to the professional program, such as the Entry-Level Doctor of Occupational Therapy (OTD).

**GRADING POLICY:** Grading for OTD students is based on a scale of 0-100 percent. See the chart below for the numerical equivalent to a letter grade. To pass a course, a student must achieve an **average** of **75%** or higher for all **individual** assignments, tests, and other evaluations of student performance. Final grades will only be rounded up if the first decimal is  $> .5$ . For example, 89.5% will be rounded up to 90% to an earned grade of "A-". However, 89.4% will not be rounded up and the earned grade will therefore be a "B+". No exceptions will be made to this rule. Pass (P) equals **75%** or above in each course. Fail (F) is any grade below **75%**.

**There is no remediation for failed course grades in this program.**

Grade	Numerical % Equivalent	Quality Points
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	75-76	2.0
F	< 75	0

**TIMELINE FOR FEEDBACK FROM FACULTY:** Faculty members will respond in a maximum of 48 hours to correspondence; all course-related correspondence to course instructors should be done using course messages in Canvas, except for emergencies. **This does not apply to weekends or legal holidays, i.e., 48-hour countdown for e-mail sent after 12:00 PM on Friday begins the following Monday.** Assignments will typically be graded within 1 week unless otherwise noted. More rigorous and sophisticated assignments may require more than a 1 week turn around.

**COURSE POLICY/PROCEDURES:** Students are responsible for complying with the College of Health Care Sciences Student Handbook policies on Attendance, Dress Code and Conduct, Academic Honor, and Academic Affairs. Students are expected to prepare reading assignments ahead of each session

and to actively participate in the online and on campus class sessions, as applicable. The following policies will apply to this class:

**ASSIGNMENT SUBMISSION: Written Assignments** (including the written component of presentation assignments):

- All assignments **must be submitted to pass** this course.
- Written assignments will be graded for content quality and completeness.
- Unless otherwise specified in individual assignment instructions or by course faculty, written assignments must be submitted via the method described below.
- Timely submission of assignments and assessments **is required, not optional**.
- **Failure to submit assignments/assessments on time will result in a loss of assigned points** to the student and will carry an additional penalty equivalent to a course deduction from the final course grade at the discretion of the faculty member.
  - Failure to submit written work that is well-organized, concise, accurate, substantive, within designated page limits, and free from errors in spelling, grammar, and sentence structure will result in point deductions beyond those taken for content.
  - **Compliance** (if applicable) with the most current *Publication Manual of the American Psychological Association (APA)* format standards, including proper font and space sizing, is expected. Non-compliance with standards will result in applicable grade reductions.
  - All assignments and Canvas discussion postings will be due at the time finalized in the weekly schedule.

All course written assignments, unless otherwise directed within the individual assignment, will be submitted in the following manner:

- Through the dedicated Canvas assignment submission area for the individual assignment.
- Via *Microsoft Word* attachment (see individual assignment for the appropriate format as PowerPoint, PDF, or other file types may be indicated)
- All assignment submission attachments will be labeled in the following way:

**StudentLastName,StudentFirstNameCourse\_AssignmentTitle**

**Example: Smith,ThomasOTD8XXX\_Assignment1.doc**

**ASSIGNMENT RESUBMISSION:** The course instructor has the discretion to provide the students with the opportunity to resubmit a failed assignment **with revisions as indicated and within a timeline**. In cases where an assignment resubmission is permitted, the maximum possible score will be 75%.

**LATE ASSIGNMENT POLICY:** Unless prior arrangements are made with the course faculty, assignments that are submitted late will be penalized 10% for each day the assignment is late. Assignments or postings beyond three (3) days late will not receive credit (will receive a grade of "zero") for the assignment or posting.

**COURSE & INSTRUCTOR EVALUATIONS:** The Student is required to complete course and instructor evaluations for all didactic, Level II fieldwork, and doctoral capstone courses. Completion is available electronically toward the end of the semester through this

link: [http://www.nova.edu/online\\_evaluations/](http://www.nova.edu/online_evaluations/). The deadline for submission of the course and instructor evaluations will be announced by the program. The deadline is firm, and the submission site does not reopen for noncompliant students. Those who fail to complete the online evaluations will be instructed to contact the Program Director, who then advises the Course Instructor about the infraction, and copies the Student's Academic Advisor and the Student's file. A pattern of noncompliance may result in disciplinary action. **Remediation policy: remediation is not applicable to this program**

**PARTICIPATION IN LEVEL I FIELDWORK:** A student will participate in a Level I fieldwork experience (FWE-I) only if he or she is passing or has passed all corresponding didactic interventions coursework up to the point of the fieldwork experience. **A student who may be failing the didactic portion of an intervention course may not begin his/her FWE-I.** Furthermore, a student who appeals course grades will not be allowed to begin the FWE-I during the appeal process.

**PARTICIPATION IN LEVEL II FIELDWORK:** Students will be permitted to participate in the first FWE-II, or OTD 8391 offered during the summer semester, only after successful completion of all required academic coursework prior to OTD 8391. Students who fail this first FWE-II rotation, may or may not be offered, the opportunity to retake the failed OTD 8391 immediately, which is during the Fall semester. Upon the successful retake of the failed fieldwork rotation, the student will not be able to begin their coursework until the following Fall semester with the next OTD cohort. Therefore, the student will not be enrolled in the Winter and Summer semesters but will be able to reenroll with the next cohort in the Fall semester. The same requirement to immediately retake failed rotation for the FWE-II and Capstone experience rotations will be enforced.

Students may retake only one FWE-II. Should students fail a second FWE-II (which includes failing the same FWE-II twice), they will be considered to have failed two FWE-II and will be dismissed from the OTD program, without another opportunity to retake. The Doctoral Capstone Experience may be retaken once, only if there have been no other course failures including fieldwork experiences. Additional tuition will be charged for repeated courses, including Level II fieldwork and Doctoral Capstone experiences.

The maximum final grade when retaking Level II fieldwork and Doctoral Capstone experiences is a pass (P), as numerical scores are not assigned in those courses.

**PROFESSIONAL BEHAVIOR:** The program expects professional behavior from all students. This includes following protocols and respectful communication with faculty, staff, and peers. In cases of unprofessional behavior, a student may be referred to the Committee on Student Progress should there be one or more incidents of unprofessional behavior documented in, but not limited to, the Student Contact Ledger. In addition to university and program policies, occupational therapy students are required to abide by the Code of Ethics of the American Occupational Therapy Association, which can be found at:

<https://www.aota.org/-/media/Corporate/Files/Practice/Ethics/AOTA-2020-Code-of-Ethics.pdf>.

## CLASSROOM RULES OF CONDUCT

**NETIQUETTE:** In a traditional classroom, students are reminded that behavior that disrupts the class or interferes with other students and their ability to learn is unacceptable. Any person engaged in disruptive behavior receives a written warning from the instructor. Similarly, in an online course, **any disruptive behaviors, such as but not limited** to electronic postings, emails, or electronic messages that disrupt the class or interfere with learning goals and objectives are unacceptable. Electronic communication—the backbone of online courses—must be civil, respectful, and cordial at all times. Any posting that disrupts or interferes with learning will be removed, and the author of the posting will receive a written warning. A second disruptive posting will cause the author to be administratively withdrawn from the course. A pattern of disruptive behavior and continued disregard for Netiquette may be grounds for disciplinary action.

**CELL PHONES/RECORDERS/LAPTOPS ETC.:** All electronic equipment such as cell phones, recorders, laptops, cameras etc. will be turned off during class sessions unless otherwise directed by the class instructor. The department does not allow recording of classes and labs.

**DRESS CODE:** Students are expected to always abide by the student dress code above and below the waist during in person and virtual sessions. Identification badges must be worn below the neck, but above the waistline and must be visible to others. Students should be in business casual or NSU Tampa Bay Regional Campus OTD scrubs for classes, meetings or events, and business attire for presentations. For men, professional attire includes trousers, dress shirts, closed-toe shoes, and a necktie. Professional attire for women includes dresses or skirts of appropriate length (skirt hem should come at least to the mid-thigh when standing), or slacks, blouses, and closed-toe shoes. Socks are required for participation in labs during Institutes. Students must attend class and meetings dressed in appropriate clothing or they will be instructed to change clothing. In such cases, students will be considered late or absent. For online live and/or collaborate courses, students must be in proper dress code as well. Failure to do so may result in referral to the Committee on Student Progress for disciplinary action. Dress code for labs and clinical education includes other grooming and hygiene requirements such as:

- Hair must be pulled back and controlled, or up off the collar
- Artificial nails, nail art, and acrylic nails or nail extensions may not be worn. This is for safety of clients and the student by preventing bacteria from festering or from cutting someone unintentionally.
- Nails must be trimmed to ¼" past the tip of the finger or essentially not above the fingertip. Nail polish must not be chipped or cracked. This is for safety of clients, and the student. This will prevent bacteria from festering and causing secondary infections.
- Any visible tattoos must be covered.
- For student safety, any visible body piercings and any jewelry that can be grasped or torn from the body/head cannot be worn.
- Depending on learning activity or facility policy, other common jewelry such as rings or watches may need to be removed.
- Clean socks are required when walking on mats and other floor, lab and treatment areas.

With the exception of course labs, when instructors may require students to wear NSU shorts and tee or sleeveless shirts, students may not wear any of the following while on campus:

- Shorts
- Cut-offs
- Mini-skirts (higher than mid-thigh)
- Jeans
- See-through clothing or halter tops
- Tops with plunging neck lines or that allow visible midriff
- Open toe shoes or worn or dirty athletic shoes or sneakers
- Tee-shirts worn as an outer garment
- Jogging or exercise clothing

**LAB UNIFORM:** When course activities require students to wear lab attire, students must wear designated NSU Tampa Bay Regional Campus OTD gym shorts (navy blue) and tee shirts (grey) which are made available through the program in order to participate in labs. In addition, when a lab session involves the assessment of the shoulder and/or the scapula, full access to these areas is necessary to maximize learning for the entire class. Therefore, male students will be required to wear tank tops (sleeveless or raglan sleeve cuts are not acceptable). Female students have the option of wearing tank tops as described above worn over appropriate bra support or simply a sports bra (without the tank top). The tank tops or sports bras do not have to be NSU OTD designated garb. The course instructor will clearly indicate when tank tops/sports bras will be required. Tank tops and sports bras need to be covered when outside of the lab room. Students who do not comply with the above lab attire requirements will be asked not to participate in that particular lab.

Lab attire is not permitted for attending classes outside of designated labs. During lab days, students are expected to bring additional clothing, and change prior to attending any other class unless this is arranged ahead of time as a result of scheduling limitations or other valid reasons.

## ATTENDANCE POLICIES

**ABSENCES:** OTD students **must** be present for all synchronous and on-campus institutes stated in the published course schedules or course calendars. Being present also implies being prepared to participate both mentally and physically in the class activities, whether they are online or face-to-face. Absences may be excused by the Program Director in rare situations as described below:

- **EXCUSED:** Natural disaster/emergency; transportation delay outside of student's control; death in immediate family (an immediate family member is defined as a spouse, mother, father, aunt, uncle, mother-in-law, father-in-law, sister, brother, grandparent, son, or daughter); severe acute or contagious illness of the student or a household dependent. Students will be allowed to complete missed graded work (assignments/exams) during the make-up sessions when absence is excused, unless otherwise specified by the course instructor in that course, and/or it requires psychomotor performance as criteria for passing (e.g., interventions courses in which demonstrative skills are required). Military

duty may also be considered an excused absence. Documentation is required for all excused absences, submitted to the Program Director.

- **NOT EXCUSED:** If a student is absent for any other reason than described above, he/she/they will not be able to make up any graded assignment or exam that occurred during the on-campus institute (will receive a 0 for that assessment). A pattern of repeated absences may lead to the student being placed on probation, referral to CSP, and ultimately dismissed from the program.
- **MAKE UP SESSIONS FOR NON-INSTITUTE CLASS SESSIONS FOR EXCUSED ABSENCES:** Makeup sessions must occur immediately following the missed class during week (M-F) at time/discretion of course faculty. Students are responsible for initiating the makeup process with the course instructor.
- **MAKE UP SESSIONS FOR INSTITUTE FOR EXCUSED ABSENCES:** **Must be** discussed with the course faculty and a plan created at the discretion of the course faculty
- **VIRTUAL PARTICIPATION DURING INSTITUTE:** must be approved by course instructor and/or Program Director prior to the start of Institute and is only permitted under rare circumstances and may still be considered an unexcused absence.

**TARDINESS:** Being on-time is a professional expectation of the program. Any student arriving after the professor has begun class or session is tardy. All incidents of tardiness will be documented and placed in the student's permanent file.

## UNIVERSITY POLICIES

**STUDENTS WITH DISABILITIES:** Nova Southeastern University provides reasonable accommodations for qualified students with a documented disability. For more information about the ADA policy, services and procedures, please contact the Office of Student Disability Services at 954-262-7185 or visit <http://www.nova.edu/disabilityservices>.

**WRITING AND COMMUNICATION CENTER:** If a student would like some one-on-one writing help, they may contact the Writing and Communication Center (WCC), and can make an appointment with one of the consultants. The WCC is a free service to help students improve their writing and formatting their papers. Students can meet with a consultant in the library on the Davie campus or use technology to meet in a virtual room. Here is the link to make an appointment: <https://nova.mywconline.com/>

**NSU CENTER FOR STUDENT COUNSELING SERVICES AND WELL BEING:** The CSCW offers services to the student body of Nova Southeastern University to help maximize their best self academically, personally and professionally. NSU's clinical partner is Henderson Behavioral Health, a leader in behavioral healthcare providing comprehensive, recovery-focused services and is accredited at the highest level for Student Counseling Services by the Commission on the Accreditation of Rehabilitation Facilities (CARF). Services range from stress management and coping strategies to psychiatric assessment and crisis intervention. The center provides the student with an assessment, counseling, consultation, psychiatric services, wellness, and recovery education, and when needed

case management services and linkage or referral. For more information contact Office: 954-262-7050 or 954-424-6911, Fax: 954-424-6915, Hotline: 954-424-6911 (available 24 hours, 7 days a week) or <https://www.nova.edu/studentcounseling/index.html>

## ACADEMIC STANDARDS\*

The university is an academic community and expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The university can function properly only when its members adhere to clearly established goals and values. Accordingly, the academic standards are designed to ensure that the principles of academic honesty are upheld. The following acts violate the academic honesty standards:

1. **Cheating**—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise
2. **Fabrication**—intentional and unauthorized falsification or invention of any information or citation in an academic exercise
3. **Facilitating Academic Dishonesty**—intentionally or knowingly helping or attempting to help another to violate any provision of this code
4. **Plagiarism**—the adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgment.

**\*NSU has zero tolerance policy for cheating and therefore, hiring any services to complete course assignments, practical, presentation, homework, papers, etc. using third party services and/or websites, etc. is considered cheating and will be subject to disciplinary action.**

**UNPROFESSIONAL CONDUCT:** Behavior(s) unbecoming a professional, including but not limited to violation of rules, inappropriate dress or language, private conversations during lectures and presentations, rudeness to the professor, classmates, or patients. Each violation will be placed in writing in the student's permanent file. Depending on the nature of the violation or in the event of two incidents, a student will be referred for disciplinary action to the Committee on Student Progress and may be reflected on the student's transcript.