

DEPARTMENT OF OCCUPATIONAL THERAPY EDUCATION

Program Policies for the Bachelor of Science in Occupational Studies and Master of Occupational Therapy Programs

Entering class of June 2006

The Department of Occupational Therapy Education has approved the following policies in compliance with requirements of the School of Allied Health University of Kansas Medical Center. These are standing policies, stated in broad terms, designed to set parameters for expectations of students in the entry level master's program in occupational therapy.

KUMC and the Department of Occupational Therapy Education are committed to equal opportunity and nondiscrimination in all programs and services, and do not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, sexual orientation, marital status, disability, or veteran status.

Students must sign verification that they have read these policies, understand them and agree to abide by them. The OT Education office will maintain this signed verification.

GENERAL PROGRAM POLICIES

- **Curriculum Features**

- All academic courses included in the MOT program occur on the Medical Center campus.
- The faculty has designed the curriculum in a developmental and sequential manner aimed at enhancing student learning. Students in the program enroll in the pre-established sequence and proceed through the curriculum with the cohort of students with whom they begin the program. See page 53 of handbook for an outline of the curriculum sequence.
- Each semester's course work is prerequisite to the courses in the semester that follows. Students may not take courses out of sequence unless the Curriculum Committee has given prior approval in response to a petition.
- It is unusual for the Department to allow course exceptions. However, a student may petition the Curriculum Committee and ask for an exemption from a course if the student can document proof of successful completion of that course's content in a previously completed course.
- The Department offers each course only once per year.
- A decision to withdraw from a course has significant implications for the completion of the program within the outlined time frames. (See Time Frame for completion, page 56). A student should refer to the section on petitions if needing to consider this option.

- **Enrollment and Class Schedules**

- All students are enrolled as full time students. Students must submit a written petition to the curriculum committee to request an exception to this policy.
- Upon admission to the program, students are assigned an academic advisor whose role is to serve as a resource and guide for the students in reference to enrollment and other issues of academic performance.

- Curricular sequence is pre-determined and student enrollment in all needed classes is assured. Each semester students will be notified via e-mail of when and how to self-enroll on line. Student enrollment may be blocked if a student has not completed university business i.e. financial requirements, payment of parking fines, provided proof of immunizations etc.
 - Class schedules for each semester are posted for students to review. Class schedules vary only in the times at which lab sections are offered.
 - The Department conducts a lottery for selection of lab class schedules.
 - On occasion it is necessary to change the number of students assigned to a lab due to changes in the total number of students who will be enrolled the next semester. When a change is necessary, the advisors will first ask for individual students to volunteer to change to a different schedule. If no one volunteers, the advisors will move the last person(s) to sign up for the lab to the different schedule.
- **Progression Through the Program**
 - Students complete the Bachelor's level portion of the curriculum at the end of their first year. Successful completion of course work up to this point allows the student to earn a Bachelor of Science degree in Occupational Studies.
 - Students are expected to complete all courses outlined in the curriculum sequence and may not drop courses at will. If a student is considering dropping or withdrawing from a course he/she must meet with the academic advisor and seek approval for this action. (see section on withdrawing from a course). Dropping a course will jeopardize the student's ability to progress in the curriculum.
 - After the successful completion of the Bachelor of Science degree in Occupational Studies, students may apply to the graduate school and will be accepted based on the policies outlined in *Academic and Non Academic Expectations –Eligibility Standards Within the Program*. (p.64)
 - Time Frames for completion of program.
 - Students normally complete the entry level MOT program in three years.
 - If unusual or extenuating circumstances arise a student may petition that a variation in the amount of time required to complete the program (i.e. more than 3 years) be allowed. The curriculum committee and/or Fieldwork Team will review the petition. Petitions must be submitted in writing. See policy on "Petitioning Proactively." (p.75)
 - All academic preparation and fieldwork in the professional program for full-time students must be completed within 4.5 years of the first date of matriculation into the program.
 - Degrees
 - The student receives a Bachelor of Science degree in Occupational Studies upon successful completion of the first year of the program.
 - The student receives a Master of Occupational Therapy degree upon successful completion of the entire three-year program.
- **Tracking Student Academic Performance**
 - Students are responsible for keeping track of their academic performance.
 - Whenever student performance in one course falls below average, the student should contact his or her course instructor(s) in a timely manner to seek guidance.

- When performance problems extend beyond one course, students must contact their academic advisor and each relevant course instructor in a timely manner to seek guidance.
 - o At the end of the semester the Department will notify students if they are at academic risk, have been placed on academic probation (in graduate school only), or have been dismissed.

- **Eligibility to Sit for the National Certification Examination for Occupational Therapists**
 - o Students must successfully graduate with a Master of Occupational Therapy degree to be eligible to sit for the certification exam given by the National Board for Certification in Occupational Therapy.
 - o To be eligible to practice occupational therapy, students must successfully pass this exam.
 - o Students who receive only a Bachelors of Science in Occupational Studies are NOT eligible to sit for the certification exam, nor are they eligible or trained to practice occupational therapy.

- **Technical Standards and Essential Functions for Occupational Therapy Students**
 - o The following technical standards and essential functions are outlined to inform entering students of the necessary skills that are needed to successfully engage in educational activities required by this program.
 - **Motor Skills:**
 - Candidates must have gross motor, fine motor and equilibrium functions required to carry out assessments and to provide occupational therapy intervention. Task requirements range from transferring a child or adult from a wheelchair to bed, to the fine motor manipulation of small materials needed to administer a fine motor exam.
 - Quick, accurate motor and cognitive reactions are necessary not only for safety of the person receiving service, but also for therapeutic response in a clinical situation (e.g. an individual picks up a tool and attempts to hurt someone with it or a client loses balance and begins to fall).
 - **Sensory Skills:**
 - Occupational therapy students will learn and demonstrate competency in a variety of settings; their senses must be at a level of functioning to allow them to perceive objects in the environment and to observe human performance. For example, the student must recognize safety issues, therapeutic behavior and the relevance of contexts.
 - **Communication:**
 - **Written:** The occupational therapy student must assimilate information from written sources (texts, journals, medical or school records, etc.). The student must attain, comprehend, retain and utilize new information presented in written formats. She/he is required not only to utilize information from written sources, but must also be able to produce appropriate written documentation in a timely manner.

- Verbal and Nonverbal: An occupational therapy student must impart information so that it can be understood by others. The student must elicit information from persons receiving services, family members, supervisors and peers. She/he must note and respond to factual information provided by others as well as to the more subtle cues of mood, temperament and social responses. Communication with patients/clients and all members of the intervention team must be accurate, sensitive, effective and efficient. Communication must be timely and appropriate for the situation.
- Cognitive Skills:
 - Problem solving: Clinical reasoning is the culminating skill that a student must demonstrate in preparation for becoming an occupational therapist. Therefore, a candidate must make correct observations and have the skills of measurement, calculation, reasoning, analysis and synthesis. For example, the student must have the skills to conduct assessments accurately, compute test scores, analyze results and determine the impact of this information on intervention.
 - Judgment: The occupational therapy student is expected to demonstrate judgment in the classroom, laboratory, fieldwork and community settings which shows an ability to make mature, sensitive and effective decisions in the following areas:
 - relationships with persons being served and family members
 - relationships with supervisors and peers. For example, when provided with constructive feedback from an instructor or supervisor, the student will adapt behavior accordingly
 - demonstration of professional behaviors, such as timeliness and regular attendance.
 - ability to determine effectiveness of intervention strategies.
 - Behavioral/Social Skills:
 - The occupational therapy student is expected to exhibit professional behaviors and attitudes during their participation in the classroom and in clinical situations. This includes, but is not limited to: appropriate language, flexibility toward change and acceptance of responsibility for one's own conduct. The student is expected to exhibit a positive attitude toward persons being served, family members, peers and supervisors.
 - The student must also demonstrate the ability to work as a team member by sharing knowledge, eliciting input, and acting with empathy toward others.
- **It is the students' responsibility to notify the Department if there is any reason why they cannot meet the expectations for occupational therapy students described above.**
- Students who cannot meet one or more of the expectations listed will be referred to the Coordinator of Students with Disabilities. With student and faculty input, the Coordinator will determine whether reasonable accommodation is possible to

facilitate successful completion of the occupational therapy curriculum, preparation for the certification exam, and entry into the profession.

- **Accommodations for Individuals with Disabilities**
 - o If upon entering the program the student is aware that he/she has a documented disability that will interfere with his/her performance in meeting one or more technical standards the student should notify his/her academic advisor and contact the Coordinator for Students with Disabilities. The Student with Disabilities Coordinator can be reached at 913.588.7813; TDD 913.588.7963.
 - o The Coordinator and the student will work together to determine whether a reasonable accommodation is appropriate to facilitate successful completion of the OT curriculum.
 - o Students without diagnosed disabilities who are having difficulties meeting performance standards have the option of contacting the Coordinator for Students with Disabilities to seek counsel regarding disability determination and possible need for accommodations.
 - o Faculty will honor the recommendation for accommodation once formal notification is provided by the Students with Disabilities Coordinator.
 - o Results of student evaluation completed prior to determination of disability and notification of accommodation needs cannot be changed.

- **Attendance**
 - o Prompt, regular attendance at all scheduled class sessions and fieldwork assignments is expected as part of the professional education process for occupational therapy students. More specific guidelines for attendance may be established by the instructor of record for each academic or fieldwork course. If a student must miss a class due to illness or unexpected event, the student is to notify the instructor of record **before** the class begins. Written excuse for absences may be requested.
 - o Students are expected to arrive promptly to both class and fieldwork experiences. Tardiness will be brought to the student's attention and to the Chairperson's attention by the instructor and may preclude successful completion of the academic or fieldwork course.
 - o Absence, which is deemed to be excessive, will be brought to the attention of the student by the instructor as the problem becomes evident. The academic advisor and department Chairperson will also be informed of the problem. If specific attendance guidelines have not been established by the instructor, students may expect that absences greater than the number of credit hours assigned to the course shall be considered excessive. Excessive absence may preclude successful completion of any academic or fieldwork course.

- **Extended Absences Guidelines**
 - o All coursework is provided as a part of minimum expectations for competent therapy practice. For this reason, attendance is critical to the student's learning and professional development. While the possibility of extraordinary life and/or crisis circumstances is acknowledged, extended absence from the classroom and/or experiential learning environment causes significant concern regarding skill development and knowledge acquisition as it relates to the integration and utilization of occupational therapy theory and best practice. To better ensure efficient learning within the University of Kansas Medical Center Occupational Therapy Education curriculum, extended leave from program participation will not

be recommended or supported beyond three consecutive scheduled weeks of coursework.

- o For extended absences of less than three weeks, it is a professional behavior expectation that the student will:
 - Assume responsibility for prior discussion of reasons for the absence (or as able, in the case of emergency),
 - Assume responsibility for collaborative participation in the planning process to make up missed tests, assignments, and learning experiences.
 - Assume responsibility for thoughtful review and discussion regarding the appropriateness of return to the occupational therapy curriculum.
 - o For extended absences of three weeks or more, it is required that the student withdraw from semester coursework. Adherence to this guideline is necessary so as not to jeopardize the quality of education preparation required and/or the professional competence of the graduates of the occupational therapy program. Exceptions to this guideline can be made at the discretion of individual instructors.
- **Dress Code**
 - o As a student in a professional program in the Medical Center setting, the occupational therapy student is expected to present a neat, clean, well-groomed appearance, which reflects well on the school and the profession as he or she interacts with other professionals, patients and families throughout the Medical Center. When students are interacting with clients they are expected to conform to the dress requirements outlined in the course syllabus or as expected by the supervising agency.
- **Behavior and Social Attributes**
 - o The occupational therapy student is expected to conduct him or herself in a professional manner at all times. This includes, but is not limited to: effectively representing the school and the profession; interacting appropriately with peers, academic/clinical faculty and supervisors, and patients/families; respecting lines of communication and utilizing channels of authority appropriately; and handling personal and professional frustrations in a mature manner. The student is referred to and is expected to conform to the Code of Ethics adopted by the American Occupational Therapy Association.
 - o Faculty observes professional behaviors and attitudes and may meet with students to discuss concerns about behaviors and performance that are not professional and which will interfere with fieldwork and in a professional career. Faculty document behaviors that are of concern on the Professional Behavior Report. The report is filed with the Department Chair who monitors performance issues and patterns to determine the need for future actions.
 - o Students should be informed that non-academic misconduct may subject the student to disciplinary action, disciplinary probation, suspension or expulsion. Refer to School of Allied Health Policies for description of non-academic misconduct.
- **Notification of Student Expectations and Activities**
 - o At the beginning of each course, students will receive a schedule of all evaluation activities, including performance requirements, observations, papers, major examinations, any final examinations or other required activities, as well as a

statement of policies governing the use of individual performance results in computing and assigning grades.

- o At the beginning of each course, every instructor shall make clear the rules for the preparation of classroom assignments, collateral reading, notebooks, or other outside work so that students may not, through ignorance, subject themselves to the charge of academic misconduct.

COURSE/PROGRESS CHANGES DURING DIDACTIC COURSEWORK

- **Incomplete Courses**

- o OT students must complete all courses within the designated time frame. Due to the sequential structure of the curriculum, and the fact that each semester's coursework is prerequisite to subsequent semester courses, incomplete coursework from one semester must be completed before the beginning of the next semester in which the student is enrolled. If a student has incomplete coursework, he/she is not eligible to continue with the next semester's work.
- o Occasionally, extraordinary circumstances may lead a student to request additional time beyond the end of the semester (i.e., an incomplete). The Occupational Therapy Department handles such requests on a case-by-case basis; a student's request may or may not be granted.
- o A student who is considering taking an incomplete in a course must first meet with his/her academic advisor to discuss the situation. The advisor's role is to assist the student in making a decision about how to proceed. If the student decides to request an incomplete, he/she must complete the following steps:
 - The student must submit the request for an incomplete to the course instructor(s) in writing, stating the reason for the request. The student must sign and date the written request.
 - Within one week of this written request, the student must arrange to meet with the course instructor to discuss the request for an incomplete.
 - The course instructor will review the situation and determine whether to grant the incomplete. The course instructor will notify the student in writing of the decision within one week of the meeting.
 - The student must continue to complete all coursework as outlined in the syllabus until a formal written response is received from the instructor.
- o If an incomplete is granted:
 - Within one week of the meeting between the student and instructor, the instructor will develop a written agreement; both the instructor and student will sign the agreement.
 - This agreement will include work expectations and a time frame for course completion.
 - The agreement will specify the consequences for failing to meet the terms of the agreement.
 - Copies of the signed agreement will be given to the student, kept by the instructor, and placed in the student's departmental file.
 - o After all of the above steps are completed, the instructor will submit a grade of incomplete.
 - o When the student successfully completes the agreement in the time frame established, the instructor will submit a grade change from incomplete to the grade earned.

- o **If the student does not complete the requirements of the agreement in the time frame specified, his/her grade for the unfinished work will be a zero. The instructor will assign the subsequent final grade as outlined in the syllabus.**
 - o If the instructor does not grant an incomplete:
 - The instructor will notify the student in writing within one week of the meeting.
 - The student will be expected to complete the course as outlined in the syllabus.
 - The student will receive the course grade earned at the end of the semester.
- **Withdrawal from a Course**
 - o Withdrawal from a course may jeopardize a student's ability to complete the program due to the sequential and developmental nature of the curriculum (i.e., every semester's coursework is prerequisite to subsequent semester coursework).
 - o Students who are considering withdrawing from one or more courses must contact their academic advisor. The role of the advisor is to assist the student in making a decision about how to proceed.
 - o If the student decides to request a withdrawal, he/she must submit this request in writing to the Curriculum Committee. The request must include:
 - The course(s) from which the student is requesting a withdrawal
 - The reason(s) for the withdrawal request, and
 - The student's proposed plan for completing the course and the program.
 - o The Curriculum Committee will consider each request for withdrawal on a case-by-case basis and determine whether and how the student may proceed in the program.
 - o When a student withdraws from a course, the point of the semester in which the student withdraws will determine the notation on the transcript (i.e., W for withdrawal, letter grade, or no class notation recorded). For specific dates regarding what is noted on the student transcripts please refer to the university timetable at <http://www.registrar.ku.edu/timetable> and read about withdrawal effects on grades recorded on transcript.
- **Withdrawal from the Program**
 - o Occasionally extraordinary personal or medical circumstances, or a change in career direction, may lead a student to consider whether continuing in the program is in his or her best interest. If this occurs, the student must meet with his or her advisor and develop a plan about whether to continue.
 - o When a student withdraws from the program (i.e., drops all courses), the point of the semester in which the student withdraws will determine the notation on the transcript (i.e., W for withdrawal, letter grade, or no class notation recorded). For specific dates regarding what is noted on the student transcripts please refer to the university timetable at <http://www.registrar.ku.edu/timetable> and read about withdrawal effects on grades recorded on transcript.
 - o Procedures for withdrawal from the program when enrolled in the undergraduate or graduate school:
 - The student must inform his/her academic advisor & Student Records that he/she is withdrawing from the program.

- The student must submit a letter to the Department stating that he/she is withdrawing and why.
- The student must also fill out a withdrawal notice. The student's advisor, department chair and the appropriate undergraduate or graduate school dean must sign this form.
- Procedure for withdrawal from the program after completion of the first year, but before enrollment in the graduate school:
 - The student must provide written notification to the department chair of his/her decision to withdraw from the program. The department chair will forward copies of this notification to the student records and the graduate school.

COURSE/PROGRESS CHANGES DURING LEVEL II FIELDWORK

- **Mid-Term Difficulties**

- Notification
 - When student performance on Level II Fieldwork is unsatisfactory at mid-term, the student or the Fieldwork Educator will notify the Fieldwork Team.
 - A Fieldwork Team member discusses the situation and reviews progress with the student and the Fieldwork Educator.
- The student has two options:
 - Continue with the fieldwork
 - Withdraw from the fieldwork with a grade of W. If the student withdraws, he/she will have to repeat a separate fieldwork experience.
 - In either of the above options, the student develops a plan to address the difficulties and issues encountered with consultation from the Fieldwork Educator and Fieldwork Team. The Fieldwork Team must approve the plan. Without an acceptable approved plan, the student will not proceed in the program. If delays exceed maximum program time allowed for completion, he or she might be ineligible to complete the program.
- If the student chooses to withdraw from the fieldwork, he/she must complete another fieldwork experience before being eligible to enroll in further academic coursework.

- **Receiving an Incomplete for a Level II Fieldwork Experience**

- In unusual and extraordinary circumstances, the Fieldwork Team may assign a grade of "incomplete". Examples of unusual and extraordinary circumstances are:
 - Significant FW site personnel/program changes
 - The student may be rescheduled at another fieldwork site.
 - Severe student illness or personal/family emergency
 - The student may be rescheduled after providing satisfactory evidence that the issues leading to the incomplete are resolved and the student has developed a plan to address similar situations in the future.
 - The Fieldwork Team will direct this process and make the decisions required.

- **Withdrawal from Level II Fieldwork**

- The Occupational Therapy Department does not recommend that students withdraw from a Level II Fieldwork experience. Withdrawal may jeopardize the

student's ability to complete the program in a timely manner. See policy on "Time Frames for Completion of Program" in the General Program Policies section.

- o The student must request withdrawal by submitting a written request to the Fieldwork Team for approval and meeting in person with a member of the fieldwork team. Each request will be considered on a case-by-case basis.
- o If a student chooses to withdraw from a Fieldwork II placement without following the above procedure and receiving the approval of the Fieldwork Team, he/she will receive an F and will be dismissed from the program.

ACADEMIC AND NON-ACADEMIC EXPECTATIONS

- **Definition of terms**

- o The following definitions apply to this document:
 - **Admission GPA:** the GPA calculated based on pre-requisite coursework.
 - **Year 1 GPA:** the GPA one earns based on grades in the first year of the occupational therapy program, i.e., the undergraduate portion: summer 1, fall 1, and spring 1 semesters.
 - **Semester GPA:** the GPA one earns based on grades in one semester.
 - **Cumulative graduate GPA:** the GPA one earns based on all graduate coursework (Fall 2 and beyond semesters).

- **Undergraduate Academic Performance Standards**

- Students must earn a 3.0 year 1 GPA in the undergraduate portion of the program to be eligible to continue on to the graduate portion of the program.
- Students who earn a semester GPA no lower than 2.33 in the summer or between 2.75 and 2.99 during Fall 1 and Spring 1 may continue in the undergraduate portion of the program. However, earning a GPA below a 3.0 in one or more undergraduate semesters during the first year of the program places the student at academic risk for being able to enter graduate school and complete the last 2 years of the program.
- Students must achieve grades of C or better in all coursework.
- Students who earn a year 1 GPA of between 2.0 to 2.99 are eligible to receive the BS in Occupational Studies degree but are not eligible to continue forward into the graduate portion of the program.

- **Graduate Academic Performance Standards**

- Students must earn at least a 3.0 semester GPA in each graduate school semester to remain in good standing.
- Students must maintain a cumulative graduate GPA of 3.0 or higher to remain in good standing in graduate school.
- Students must earn B's or above in the two required Level II Fieldwork courses.

- **Academic and Non-Academic Probation**

- **Academic Probation**
 - **Undergraduate:** Students whose semester GPA falls below a 3.0 in any undergraduate semester will not be placed on probation but will be considered to be at academic risk for continuing into the graduate portion of the program (years 2 and 3).
 - **Graduate:** Students in the graduate portion of the program will be on probation if the cumulative graduate GPA drops below 3.0 at the end of any graduate semester.
 - When a graduate student is on probation, he or she must earn grades the next semester (the probationary semester) to raise the cumulative graduate GPA to 3.0 or higher.
 - When a graduate student raises the cumulative graduate GPA to 3.0 or above, he or she is in good standing.
 - If a student fails to raise the cumulative graduate GPA to 3.0 or above during a probationary semester, he or she will be dismissed.
- **Non-Academic Disciplinary Probation:** may be a consequence of a student's behavior in the program.
 - Students in the undergraduate and graduate portions of the program may receive sanctions and/or be placed on disciplinary probation if either of the following are true:
 - A student does not meet professional behavioral expectations (see pages 5-9).
 - A student engages in academic or non-academic misconduct as outlined in the School of Allied Health Policies.
 - If 2 or more such incidents occur, the student will be dismissed.
 - Once a student is placed on disciplinary probation, the student remains on disciplinary probation for the remainder of the program.
- **Dismissal**
 - **Undergraduate**
 - Students in the undergraduate portion of the program will be dismissed if any of the following occurs:
 - The student earns a D or an F as a final grade in any undergraduate course.
 - A student's semester GPA falls below 2.75 (2.33 in summer 1).
 - The student on disciplinary probation exhibits behaviors that require a second disciplinary action (see sections on Disciplinary Probation and Behavior Expectations).
 - **Graduate**
 - Students in the graduate portion of the program will be dismissed if any of the following occurs:
 - The student who is on academic probation fails to raise the cumulative graduate GPA to 3.0 or above.
 - A student receives a D or an F as a final grade in any graduate course.
 - During the last semester of graduate school the student earns a semester GPA that causes the student's cumulative graduate GPA to fall below 3.0.
 - The student on disciplinary probation exhibits behaviors that require a second disciplinary action.

- A student does not successfully pass the oral examination (the Professional Growth Assessment) given during Spring 3.
- **Eligibility Standards Within the Program**
 - **Eligibility for BS degree:** in order to be eligible to receive a BS in Occupational Studies, students must do all of the following:
 - Complete all prerequisite and OT undergraduate coursework successfully (i.e., pass all courses, no D's or F's in year 1 of the entry level program)
 - Earn at least a 2.0 GPA in OT courses (i.e., in year 1 of the entry level program).
 - **Eligibility for entry into graduate school IN GOOD STANDING:** To be eligible to enter the graduate portion of the entry level program **in good standing**, students must demonstrate ALL of the following:
 - Have received a BS degree in Occupational Studies from the University of Kansas,
 - Have earned a Year 1 GPA of 3.0 or higher.
 - Have earned all C's or higher in year 1 coursework in the entry level program.
 - **Eligibility for entry into graduate school ON PROBATION**
 - No students from the MOT program are allowed to enter the graduate school on probation. The undergraduate performance standards in the MOT program require the student to attain an admission GPA and year 1 GPA of 3.0. This standard exceeds the graduate school standard of 2.75-2.99 which would place a student on graduate school probation.
 - **Eligibility for the MOT degree:** to be eligible to receive an MOT degree, students must achieve all of the following:
 - Earn a cumulative graduate GPA of 3.0 or higher
 - Complete all graduate courses with a C or higher
 - Earn a grade of B or higher in two required Level II fieldwork courses. Students will have a maximum of three Level II fieldwork opportunities to fulfill this requirement. A part-time optional Level II fieldwork experience (i.e. fewer than 6 credit hours) will not be counted toward satisfying this requirement.
 - Successfully complete the oral examination (the Professional Growth Assessment) given during the final spring semester.

ACADEMIC INTEGRITY AND PROFESSIONAL STANDARDS SYSTEM (AIPSS)

The Occupational Therapy Education Department at the University of Kansas is committed to effective academic and clinical preparation of entry-level occupational therapists and to scholarly advancement of occupational therapy practitioners and interdisciplinary partners. As an academic community, the department recognizes the importance of respectful academic exchanges that enlighten, educate, and enrich the lives of students and faculty. Fruitful academic exchanges can only occur in an environment that promotes high ethical standards and regard for academic integrity. Professional Behavioral Expectations are outlined on pages 5 through 9 of the O. T. Education Student Handbook.

The Academic Integrity and Professional Standards System (AIPSS) supports the academic community standards by delineating a process for management of student related occurrences of academic and non-academic misconduct. Academic/non-academic misconduct is described in the School of Allied Health Section of the KUMC Student Handbook. The handbook can be accessed online at www.kumc.edu/studenthandbook. AIPSS includes a representative committee comprised of students and faculty who share the responsibility for system implementation, evaluation, and action recommendations. The System promotes an environment where students and faculty jointly support professionalism, ethical conduct, and academic integrity.

Honor Pledge

Each student and faculty member will confirm their commitment to uphold professional standards through ethical academic participation by signing the following honor pledge:

"As a member of the academic community, I pledge that I will not tolerate or engage in academic or non-academic misconduct and will uphold the academic integrity and professional standards of this program and my profession."

Students will be asked to sign this pledge during their first semester on campus.

Academic Misconduct is defined as:

- ◆ Giving, receiving, or utilizing unauthorized aid on examinations, assignments, preparation of notebooks, themes, reports, projects and/or other assignments or undertakings
- ◆ Misrepresenting the source of academic work
- ◆ During clinical education, inappropriate acts or omissions which place the service recipient in jeopardy
- ◆ During clinical education, any breach or violation of the confidence of a person being served
- ◆ Unethical practices in conducting and/or reporting research

Nonacademic Misconduct includes but is not limited to:

- ◆ Conviction of a felony involving moral turpitude
- ◆ Material misrepresentation concerning past achievements or present endeavors
- ◆ Habitual drug/alcohol/substance abuse
- ◆ Any other acts or omissions which, if the student were a credentialed practitioner, could result in discipline by the credentialing agency such as but not limited to:
 - ◆ Placing patient in needless jeopardy by acting or performing inappropriately
 - ◆ Unethical alteration, elimination or inadequate reporting and documentation in a patient's chart or charging
 - ◆ Disruptive behavior, verbal abuse or obscene language.

AIPSS Process

- ◆ **Confidentiality**
 - ◆ Students, faculty, and staff who participate in the reporting, investigation, or hearing of suspected misconduct are bound to confidentiality. All documentation related to suspected misconduct will be secured appropriately.

- ◆ **Education**

- ◆ During the beginning of the academic program a description on academic and non-academic misconduct will be reviewed as well as the function of the Committee.
- ◆ New staff and faculty will be required to attend or obtain the information regarding this process
- ◆ **AIPSS Committee**
 - o Composition
 - 1 first year student, 1 second year student, 1 third year student, and 3 faculty members. The second and third year students will alternate responsibilities on the committee due to fieldwork requirements. The total maximum number of an investigative committee will be five for any given investigation.
 - o Eligibility
 - Student representatives must be enrolled in the OT Education Program and in good academic standing. Faculty representatives will be Occupational Therapy Education Faculty members with the exception of the chair of the OT Education Program.
- ◆ **Selection of the AIPSS Committee**
 - Student Representatives
 - Student representatives will be selected at the time of the election of class representatives in the fall semester of each year. The entire class will have the opportunity to vote for those nominated. The student with the greatest number of votes will be committee member. The student with the second most votes will be designated as an alternate. Nominations will be solicited and a ballot prepared with information on all nominees. Self-nominations are acceptable. Length of appointment: Students will serve for one year but no more than three years as long as they maintain good academic standing.
 - Faculty representatives
 - Three faculty members will be elected as follows:
 - Two faculty members will be elected by students. Slates of candidates will be generated using the nominations submitted by students. Elections will be held in conjunction with the student representatives' election. Length of appointment will be two years. Faculty with the third and fourth most votes will be designated as alternates.
 - One faculty member will be elected by the faculty to serve as a member of the committee.
 - Faculty will serve no more that two consecutive terms
 - Use of alternates
 - When a regular committee member is unable to serve on a hearing panel due to a conflict of interest or unavailability, the alternate will be asked to serve.
 - When a regular committee member is unable to serve on the committee, the alternate will be appointed
 - Selection of Chair and Vice Chair
 - A chair will be selected by all committee members from among the faculty members of the committee

- A vice chair will be selected by all committee members from among the student members of the committee.

Quorum

- A quorum will be defined as a simple majority of all participating elected committee members.

Scope

- This committee will address issues of academic and non-academic misconduct.

◆ **Exploration of Misconduct**

◆ **Direct Inquiry**

The Department recognizes the value of exchanges between faculty members and students as a critical step in the evaluation of academic integrity and professional standards. We consider direct interaction between faculty and students to be the primary means for giving and receiving professional feedback. **When direct faculty and student interaction leads to satisfactory resolution, there will be no need for further action beyond agreed upon terms between faculty and student as stated in the Professional Behavior Report.**

In the event that issues of academic or non-academic misconduct are not resolved, faculty or student may request an investigative hearing to review suspected or admitted acts of misconduct and to determine appropriate sanctions.

◆ **Investigation and hearing**

Occurrences of suspected misconduct will be addressed using the following procedures:

- Report of occurrence: Any person suspecting misconduct will report the incident in question to a member of the committee, either orally or in writing. Initial reports made by faculty, staff and students must be made within (5) academic days from the day of detection. The committee member will inform the individual reporting the suspected misconduct that it will be necessary to disclose his/her name to the student only if the investigation determines that a hearing is needed. When a faculty member reports an occurrence, he/she cannot apply sanctions for any suspected occurrence. The committee chair will exercise discretion as to whether to proceed with an investigation when a report of suspected misconduct is received outside the usual reporting time.
 - Committee members are responsible for reporting occurrences to the committee chair within (2) two academic days of receiving a report of an occurrence. The committee chair will appoint an investigator from among the faculty members on the committee within two academic days. All data gathered by the investigator will be documented in writing. The investigator is charged to speak with the person reporting the occurrence, the student in question, and other individuals who may be involved directly. Confidentiality will be maintained in all cases. In cases where patient safety is a factor, identification of the student in question will be revealed strictly on a need-to-know basis. After data are gathered, the investigator will meet with the committee chairperson to determine the need for a hearing.

- The student in question will be notified by the committee chair of the suspected misconduct within two academic days of receiving the report. Relevant evidence known to the Committee Chair and/or investigator will be made available to the student being investigated. During the time of the investigation and pending a hearing the student is encouraged to continue attending class. The student may not drop a course to avoid investigation of alleged misconduct or imposition of sanction if it is found that misconduct occurred. Only if it is found that misconduct did not occur, or if the charges are dismissed, may the course be dropped following the regular procedures of the University.
- The investigator and the Committee Chair will meet as soon as possible, but not later than 5 academic days after the appointment of the investigator, to determine whether evidence is sufficient to require a hearing. If a hearing is to be held, the student in question will be notified, informed of the allegations, told the name of the person who reported the incident, given a copy of the investigator's report, and be informed of the right to consult an Advisor selected by the student from the OT Education Faculty. Each party will be notified of the date, time, and place of the hearing no later than 2 academic days prior to the hearing. The person who reported the incident also will be informed that a hearing will be held, given a copy of the investigator's report, and informed of the right to consult their advisor. At this time, committee members will receive notice of hearing and supporting documented materials related to the investigation.
 - If the Committee Chair and the investigator determine there is insufficient evidence to bring the case to a hearing, the student will be notified by means of direct communication, either in writing or in person, within 2 academic days that the charge has been dismissed. All documented materials related to the investigation will be destroyed and information about the investigation will remain confidential.
- All cases will be heard by the committee within 15 academic days after the Committee Chairperson and investigator determine there is sufficient evidence to hold a hearing. Cases not heard within this period will be dismissed, unless extraordinary circumstances prevent a hearing within the 15 academic days.
- Without prior notification to the Committee Chair, failure to report to the hearing will result in the following action:
 - Failure to appear on the part of the student in question: Decision is made based on that student's testimony given to the Committee investigator during the investigation process. The right to further speak to the alleged misconduct or answer additional questions is waived.
 - Failure to appear on the part of the individual who reported the occurrence: Dismissal of the case.
- In instances where the student in question admits that he/she committed the misconduct, the Committee will be given access to the investigator's report and will meet to recommend sanction(s).
- The hearing will occur prior to any action being taken by the Committee to recommend sanction. If the student in question denies committing the alleged misconduct, if any occurred and to recommend sanction.

- The student in question and the Committee are entitled to call witnesses. An Advisor may serve as a witness on behalf of the student in question. Names of persons who will approach the committee will be presented to the Committee chairperson by the student in question following scheduling of a hearing and at least 5 academic days prior to the hearing date. The Committee chairperson will disclose all witnesses to the appropriate persons at least 2 academic days prior to the hearing. All witnesses will appear in person to testify before the Committee and are subject to cross-examination by both committee members and the student in question. Facts pertaining to the case will not be shared with the witnesses by the committee.

◆ **Hearing Procedures**

- The Hearing Panel will be comprised of the members of the Committee excluding the member who served as the investigator for the case in question.
 - The hearing will at all times be presided over by the Committee Chair. The individual presiding over the hearing will decide all questions of procedure, evidence, and conduct of the proceedings. The Committee chair may recess or adjourn the hearing upon request of any Hearing Panel member, student, counsel, or his/her own motion upon such terms and conditions as he/she deems just.
 - The only persons allowed in closed hearing of the committee will be the student in question and his/her Advisor, the individual who reported the occurrence and his/her Advisor, witnesses while testifying, Committee members and the individual presiding over the hearing. The student in question and the individual who reported the occurrence each present his/her testimony. The student in question has the right to question the individual who reported the incident. The name of the individual who reported the occurrence will be known only to the chair of the committee, members of the committee, the student in question, and the Advisor.
 - There will be a record (e.g., tape recording) made of the proceedings. Upon written request, any student finally aggrieved by an adverse decision of the Hearing Panel, may request and obtain a transcription of the proceedings, at his/her own expense.
 - No student can be compelled to testify at any Committee hearing nor to answer questions posed by the hearing panel; no inference can be drawn by the Hearing Panel against a student in question due to his/her failure or refusal to testify or respond to questions.
- Determination of whether or not the student committed the alleged misconduct will be made by vote of the committee members. The decision will be based on a simple majority of all present, eligible voting members. Only members of the Committee who have heard all the evidence concerning the case in question will vote. The Committee Chair will not vote except in the event of a tie. When determining the number of votes needed for a simple majority, the base number will be determined by counting the total number of votes cast. Abstentions are not permitted. Voting will occur by secret ballot. Extenuating circumstances will not be considered in deciding whether or not the misconduct occurred.

- There will be a separate vote by secret ballot on the recommended sanction. The sanction will be determined by a majority vote of those committee members eligible to vote on the case. The Committee Chair will vote only in the case of a tie. "Extenuating circumstances" may be deemed acceptable grounds for deviation by the Committee or the Appeals Committee from these sanctions.

◆ **Sanction options for academic misconduct or abuse of academic resources are defined in Article II, Section 6 of the Rules and Regulations of the University Senate:**

- Admonition: Oral statement that his or her present actions constitute academic misconduct or abuse of academic resources.
- Warning: An oral or written statement that continuation or repetition, within a stated period, of actions which constitute academic misconduct or abuse of academic resources may be the cause for a more severe disciplinary sanction.
- Censure: A written reprimand for actions, which constitute academic misconduct or abuse of academic resources. Censure may include written warning.
- Reduction of grade: Treating as unsatisfactory any work which is a product of academic misconduct or which was based upon the abuse of academic resources. Reduction of grade may include the awarding of an F in the course.
- Disciplinary Probation: Exclusion from participation in a specified privileged or extracurricular activity for a period not exceeding 1 academic year.
- Suspension: Exclusion from classes and other specified privileges or activities for a definite period not in excess of 2 academic years.
- Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any will be stated in the order of expulsion.

◆ **Sanction options in order of increasing severity for non-academic misconduct are:**

- Warning: Notice in writing that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be the cause for more severe disciplinary action.
- Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
- Fine: A money payment to a designated University fund.
- Disciplinary Probation: Disciplinary probation shall have as its purpose the rehabilitation of the student or organization and may include suspension of specified privileges for a definite period not to exceed two years. Disciplinary probation also may require the student or organization to participate in specified activities, including one counseling information session, or may prescribe any program that is deemed just and fair under the circumstances of the case. The authority imposing this sanction may assign any qualified person within the University community, other than an undergraduate student, to act as a probation supervisor. The probation supervisor should report periodically to the appointing authority. If the probation

supervisor should report that the student is not fulfilling probation requirements, the case will be reviewed by the Committee, who may recommend additional sanctions.

- Campus/Community Service: Students or organizations may be required to complete a specified number of service hours to an identified campus or community agency. The authority imposing this sanction (The Committee) may assign any qualified person to serve as the service supervisor. If the service supervisor should report that the student or organization has not fulfilled the service requirements, the case will be reviewed by the Committee, who may recommend additional sanctions.
- Student Suspension: Exclusion from University privileges and activities as set out in the order after a hearing for a definite period not to exceed two years. The conditions of re-admission shall be stated in the order of suspension.
- Organization Suspension: Exclusion from University privileges and activities as set out in the order after a hearing for a definite period not to exceed two years. The conditions of reinstatement shall be stated in the order of suspension.
- Student Expulsion: Termination of student status for a minimum of 2 years. The conditions of readmission, if any, shall be stated in the order of expulsion.
- Removal of Organization registration: Termination of registered organizational status for a minimum of 2 years. The conditions of re-authorization or organizational registration, if any, shall be stated in the order of removal of registration.

◆ **Committee Reporting and Recommendations**

- Following the committee's decision, findings from the hearings will be forwarded to the Chair of the Occupational Therapy Education Department by the Committee Chairperson within 2 academic days after the recommendation(s) have been formulated. Findings will include the Committee's decision of whether or not academic or non-academic misconduct was committed. If the committee finds that academic or non-academic misconduct was committed, they also will recommend one or more sanctions to the Chair, who will make a final determination of the sanction(s) to be imposed and will notify the student.
- Formal written notification of the Chair's decision will be sent to the student within 5 academic days by certified or registered mail. The Chair will notify the hearing Chair of the decision in writing using the most expeditious means available. If the sanction is relevant to the person reporting the occurrence, the Chair will also notify that individual.
- The Committee Chair will notify the individual who reported the incident that an investigation has been conducted and that appropriate action has been taken following the decision.
- All data from the investigation and hearings are confidential. Except for the investigator assigned to collect data related to a reported incident, members of the Committee will not discuss cases with anyone not connected with the Committee. During the investigation, the investigator will maintain confidentiality during all contacts to collect data. Breaches of confidentiality will result in immediate dismissal from the Committee. Witnesses and Advisors also will be bound by confidentiality.

- All records and evidence from the hearing, including notes taken by individual Hearing members, will be collected by the Committee Chairperson before the Hearing Committee disbands. These materials will be secured in the OT Education office for five years.

Honor Pledge

Each student and faculty member will confirm their commitment to uphold professional standards through ethical academic participation by signing the following honor pledge:

"As a member of the academic community, I pledge that I will not tolerate or engage in academic or non-academic misconduct and will uphold the academic integrity and professional standards of this program and my profession."

Signed

Date

PROCEDURAL SAFEGUARDS

The Occupational Therapy Education Department offers procedural safeguards to the student who believes that personal circumstances have affected his/her performance in the program, or that his/her rights have been violated. These procedures within the Department provide the methods by which a student can **petition** or **grieve** a decision made in the department.

In the case of a **petition**, the student is asking that an exception be made to a department policy or rule. In the case of a **grievance**, the student is asking for a change in a judgment because he/she believes that a policy or rule has been misapplied.

- **Petitions**

- o What is the purview of a petition?
 - A student has the right to petition for an exception to any department policy. A student files a petition only when his/her individual circumstances are compelling and extraordinary.
 - The Chair of the Occupational Therapy Program will ask an appropriate committee within the Occupational Therapy Department to review and rule on each petition. That committee will take any petition seriously and will consider all pertinent information carefully before making a decision that it feels is in the best interest of the petitioner, other students and the program itself. Setting aside policy is considered a highly unusual action and will be considered only in the most extraordinary situations.
- o Petitioning Proactively
 - A student files a petition **proactively** when he/she anticipates an upcoming requirement in the typical curricular progression that he/she proposes to approach differently. In this case, the student is asking that a policy be set aside, for compelling reasons, before the situation occurs. It is a personal request, and applies only to the petitioner.
 - Examples of petitions that one might file proactively include:
 - Petitioning for an exemption from a course or portion of a course in the curriculum
 - Petitioning for a change in the typical course sequence
 - Petitioning for an exception to the fieldwork policy.
 - What is the process for filing a petition proactively? The **student** must:
 - Meet with his/her academic advisor for guidance on the process, suggested timeline, etc.
 - Submit a petition in writing, to the Department Chair.
 - Cite the specific policy that he or she wishes to set aside, and state clearly how he/she is anticipating approaching the situation differently (i.e., how the student proposes to alter his or her program).
 - Provide relevant information regarding the situation that would support a decision to set aside a policy. (This might include information from the student as well as from other key individuals).
 - Submit all information in a timely manner so that the Department committee considering the petition has at least five working days to address the situation and make an informed decision.
 - The **Occupational Therapy Department's** responsibilities in the process are the following:
 - The Department Chair will forward the petition to the appropriate committee.
 - The committee will review and consider all relevant information the student provides and the committee gathers. The committee will then provide a decision to the petitioner and to the Department

- Chair, in writing, within five working days of the submission of the petition.
 - If the petition is accepted, the committee acting on the petition may set additional parameters that would be required to address and manage the situation.
- o Petitioning for Reinstatement/Permission to Continue in the Program
 - Students may file these petitions when they have been dismissed from the program for violation of OT Program or Graduate school policies on academic or behavioral standards. These petitions are filed retroactively – after a policy has been violated. Examples of reinstatement petitions include:
 - Petitioning for reinstatement during the undergraduate portion of the program (year 1).
 - Petitioning for an exception to the "eligibility for graduate school" policy.
 - Petitioning for consideration of "unusual circumstances" in order to continue in graduate school.
 - Petitioning for permission to continue in academic coursework after withdrawing from a Level II fieldwork experience.
 - Under these circumstances, a student files a petition for reinstatement only if he/she feels that the circumstances that led to his/her violation of a department or graduate school policy were **extraordinary, temporary and resolved**.
 - What is the process for filing for reinstatement? The **student** must:
 - Meet with his/her academic advisor. The academic advisor can provide assistance with the procedures for filing the reinstatement petition, but cannot assist with the content of the written petition.
 - Provide a written statement, to include:
 - o The specific policy that the petitioner is asking to be set aside.
 - o Description of the relevant circumstances that led to violation of the cited policy.
 - o Evidence that these circumstances were **extraordinary, temporary, and are resolved**.
 - o Explanation of actions taken while the situation was occurring that demonstrate the petitioner's attempt(s) to avoid or resolve the current situation.
 - o Outline of a plan to keep the situation from recurring.
 - Include supporting documentation, if relevant, from other individuals.
 - Submit the petition to the department chair **within three weeks** of written notification of dismissal.
 - The **Occupational Therapy Department's** responsibilities are the following:
 - The Department Chair will pass the petition to the appropriate committee for consideration.
 - o The committee assigned to consider the petition will review all information provided by the petitioner as well as other information relevant to the situation (e.g., grades during previous semesters, information from the academic advisor, fieldwork assessments, behavior reports, etc.)

- o If the petitioner's dismissal occurred just after the Spring 1 semester (and before Fall 2), the committee considering reinstatement will also be responsible for deciding if and when the Bachelor of Occupational Studies degree is to be conferred.
- o If reinstatement is recommended, the committee may set contingencies for continuing in the program. Examples include evidence of seeking and receiving appropriate professional help, or successful completion of supplementary coursework.
- o The committee acting on the petition will notify the petitioner and the Department Chair in writing of the Committee's decision within five working days of the petition's submission.
- o If the student is entering graduate school or is already a graduate student at the time of the petition and the petition is accepted, the Occupational Therapy Education Department will forward its recommendation to the Graduate School at the University of Kansas. Please be advised that the Graduate School will make the final decision regarding exceptions to their policies; when an exception is made, it is only upon recommendation of the Program in which the student is enrolled.
- o Petition for Receipt of BS or MOT Degree
 - A student may file a petition for receipt of a degree when he/she has violated a policy or policies and has been deemed ineligible to receive one of the two degrees that the Occupational Therapy Program confers. A student would file such a petition only when **all of the following conditions** exist:
 - The student violated academic or behavior standards set by the Occupational Therapy Department and/or by the Graduate School, and...
 - The student was dismissed from the Occupational Therapy Program and, therefore, deemed ineligible to receive the degree, and...
 - The student is at a specific point in the Occupational Therapy Program where a degree is typically conferred.
 - This petition might be filed at only two points in the curriculum:
 - Following Spring 1 semester, when the Bachelor of Science degree is conferred.
 - Following Spring 3 semester, when the Master of Occupational Therapy degree is conferred.
 - A student might file such a petition to receive a degree only if he/she feels that the compelling circumstances that led to violation of the department or graduate school policy, and that resulted in dismissal, were **extraordinary** and **temporary**. The student is **not asking for reinstatement** in this case.
 - What is the process for filing a petition for degree conferral? The **student** must:

- Meet with his/her academic advisor for guidance on the procedures for filing this petition. The academic advisor will not provide assistance with the content of the petition.
- Submit the petition, in writing, to the Department Chair.
- Provide a written statement, to include:
 - o The specific policy that the petitioner is asking to be set aside.
 - o Description of the relevant circumstances that led to violation of the cited policy.
 - o Evidence that these circumstances were **extraordinary** and **temporary**, and explanation of actions taken while the situation was occurring that demonstrate the petitioner's attempt(s) to avoid or resolve the current situation.
- Include supporting documentation, if relevant, from other individuals.
- Submit all information in a timely manner so that the committee considering the petition has at least five working days to address the situation and make an informed decision.
- The **Occupational Therapy Education Department's** responsibilities in this process are the following:
 - The Department Chair will forward the petition to the appropriate committee.
 - The committee will review and consider all relevant information provided by the student and gathered by the committee.
 - The committee will provide a decision to the petitioner and to the Department Chair, in writing, within five working days.
 - If the petition is accepted, the committee acting on the petition may set additional parameters that will be required to address and manage the situation.
 - If the student is a graduate student at the time of the petition and the petition is accepted, the Occupational Therapy Education Department will forward its recommendation to the Graduate School at the University of Kansas. Please be advised that the Graduate School will make the final decision regarding exceptions to its policies; when an exception is made, it is only upon recommendation of the Program in which the student is enrolled.

- **Grievances**

- o What is the purview of a grievance?
 - The student may file a grievance when asking for a change in a judgment because he/she believes that a policy or a rule has been misapplied.
- o Timing of the grievance process
 - The student has 30 days from the date of the initial problem occurrence to file the written request for a review from the departmental grievance committee. This means that the student has the responsibility to act in a timely manner to ensure enough time for preliminary steps to occur.

- The student is not eligible to file a grievance unless the preliminary steps have been completed.
- o Preliminary steps to filing a grievance
 - The student must first make an attempt to resolve the problem situation with the party or parties involved.
 - The student may seek advice or counsel regarding handling the concern from his or her academic advisor if desired
 - If the problem is not resolved with the parties involved, and if the student feels that he/she wants to pursue the grievance further, the student must make an appointment with the Department Chairperson or designee to discuss the problem situation. The student must provide evidence of attempts to resolve the problem situation with the party or parties involved, and state what policy or rule the student believes has been misapplied. The chairperson will attempt to resolve the problem situation with the student and other parties. This process may involve meetings, interviews, records review and other appropriate information gathering methods.
 - If the student's effort with the chairperson does not resolve the problem situation. The student may file a grievance as outlined below.
- o Procedure for filing a grievance
 - Initial step
 - The student must request in writing to the department chairperson that the departmental grievance committee review the problem situation.
 - Preparing the grievance
 - The student must prepare written documentation regarding the problem situation. The written documentation must indicate the Departmental rules and regulations the student believes have been misapplied (e.g., arbitrary or capricious application, error in application) and the nature of the misapplication. The student must submit this documentation to the Grievance Committee and to other involved parties within 5 days of informing the chairperson of the decision to pursue a grievance process.
 - All relevant parties must exchange copies of materials and names of individuals with relevant information within this 5-day period.
 - The grievance hearing
 - The committee shall hold a hearing within five working days of submission of materials unless the committee determines that there is a good cause to schedule the hearing later.
 - The chair of the committee shall be responsible for assuring the hearing proceeds in an orderly and fair manner.
 - Because the committee has the responsibility to hear grievances, it cannot function to develop evidence on behalf of either complainant or respondent.
 - The grievance proceedings shall be as informal as possible. The use of legal counsel is not recommended.
 - The committee will tape record the hearing.
 - The hearing record will include the tape recording, copies of submitted materials and documentation of committee recommendations. The Department will keep these materials for five years.

- The grievance hearing shall be closed to all but the parties involved. The grievance hearing process will remain confidential.
- The student shall bear the burden of proof regarding the grievance.
- After reviewing the evidence and hearing arguments presented concerning the problem situation, the committee shall deliberate and decide by majority vote on a recommendation.
- The Grievance Committee chair is responsible for documenting and communicating the committee's recommendations to the Chair of the Department of Occupational Therapy Education.
- The Chair of the Occupational Therapy Department has the responsibility to review all relevant information and document the final decision on behalf of the department.
- The Chairperson shall notify each party in writing regarding the recommendation of the committee and the decision of the department Chairperson, within five working days of his/her receipt of the committee recommendation.
- If any party chooses to appeal the decision of the department chairperson concerning the grievance, they must make this request in writing to the Dean of the School of Allied Health within ten days after receiving the decision of the department.
- Grievance committee composition
 - The Grievance Committee will have three faculty members; when the grievance originates from a student, there will also be a student member, for a total of four members.
 - The Grievance Committee will serve on an ad hoc basis, i.e., for the duration of a particular grievance.
 - The Chair of the Department will exclude all faculty who may have a conflict of interest regarding the grievance. From among the remaining faculty, the chair will select three persons with varying levels of experience in the department.
 - The members of the committee will select the Committee Chair.
 - The Committee Chair is responsible for selecting a student member when needed. The committee chair will solicit recommendations from faculty who do not have a conflict of interest. The Committee Chair will select a student based on the student's availability and willingness to serve.