

PROGRAM SPECIFIC PARTICIPATION & PROGRESSION POLICIES

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This document is a summary of program-specific policies presented here for the information of those who are considering or have been accepted into the program. The Kiran C. Patel College of Osteopathic Medicine (KPCOM) Student Handbook lists some of these policies, but in many cases, defers to the program for those specific to the professional program, such as the Tampa Bay Regional Campus Entry-Level Doctor of Occupational Therapy (OTD). Parts of this document are also in all course syllabi and other electronic sources of information for students and faculty such as the OTD Student Center and the OTD Faculty Center.

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.

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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., a 48-hour countdown for e-mails 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 turnaround.

TIMELINE FOR EMAIL RESPONSES BY STUDENTS: Following the policy from the KPCOM Student Handbook, students must respond to emails from program faculty and staff within 24 hours. As stated in the handbook, "Internet-based email is one of the primary communication methods between programs and students at NSU. All students are assigned an email account upon matriculation. Students must maintain and regularly check mail addressed to their NSU email address. Students are expected to check their NSU email daily, Monday through Friday, and respond to faculty members' emails within 24 hours during the workweek. NSU faculty and staff members will only use the student's NSU email address for convenience."

COURSE POLICY/PROCEDURES: *Students are responsible for complying with the KPCOM 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 a link provided by the program. 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 non-compliant 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. The Tampa OTD entry-level “two-course failure” program policy does not apply in this scenario, as the intervention courses and their associated FWE-I’s are linked programmatically. The Interventions course and its associated FWE-I will be retaken the following year by the student, should they choose to return to the program.

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, at the discretion of the faculty may or may not be offered one of the following opportunities:

1. Continue with the scheduled didactic courses during the Fall semester, and proceed with OTD 8391, 8392, and 8494 in succession which will mean an extension of coursework for one extra semester, or
2. Retake the failed OTD 8391 immediately, which is during the Fall semester. Upon successful retake of the failed fieldwork rotation, the student will not be able to begin their didactic coursework until the following Fall semester with the next OTD cohort.

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 for disciplinary action; 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.

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. Noncompliant students will be instructed to leave the classroom or lab.

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 collaborative courses, students must be in the proper dress code as well.** Failure to do so may result in referral to the Committee on Student Progress for disciplinary action. The dress code for labs and clinical education includes other grooming and hygiene requirements such as:

- Artificial nails, nail art, and acrylic nails or nail extensions may not be worn.

- 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.
- Tattoos must always be covered, except when in lab and in lab clothes. The instructor has discretion to ask a student to cover tattoos.
- Only appropriate jewelry for professional business attire is permitted. Ear piercings are permitted, and earrings must be small and appropriate. Visible body jewelry, such as rings for the nose, eyebrow, lip, chin, cheek, or tongue, is not permitted. The instructor has the discretion to ask a student to remove any body piercing.
- Depending on the 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.
- During non-institute weekdays, students should wear professional dress or black scrubs during regular business hours of 8:00 a.m.–5:00 p.m. Students may come to campus and use the gym in workout clothing, if they access and leave the gym directly. Showers are available on campus in the restrooms in the gym area. After 5:00 p.m., students must be neat and clean following the college dress code policy.

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 necklines or that allow a visible midriff
- Open-toe shoes or worn or dirty athletic shoes or sneakers

Students who have special needs related to religion, culture, or medical conditions may request an exception to the Dress Code Policy in writing to the program director. That exception is accepted throughout the length of the program or throughout the length of the medical condition.

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 the 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, referred 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 the week (M-F) at the 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 the course instructor and/or the Program Director prior to the start of the 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 <https://www.nova.edu/disability-services/index.html>.

WRITING AND COMMUNICATION CENTER: If you would like some one-on-one writing help, please contact the Writing and Communication Center (WCC), and you can make an appointment with one of the consultants. The WCC is a free service to help you improve your writing and formatting your

papers. You 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 for you to make an appointment:

<https://nova.mywconline.com/>

NSU CENTER FOR STUDENT COUNSELING SERVICES AND WELL BEING: The CSCW 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 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, 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.
5. **Use of Artificial Intelligence-** In compliance with NSU core values of academic excellence and integrity, the use of any artificial intelligence tools, such as ChatGPT, is strictly prohibited unless the use of such AI tools is part of a specific course instruction. As a result, all students must submit their own work and are discouraged from using AI tools, unless the expressed permission and/or instruction is allowed by the course instructor. Failure to comply violates Academic honesty policies and may result in a disciplinary hearing.

*NSU has a zero-tolerance policy for cheating and therefore, hiring any services to complete course assignments, practicals, presentations, 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 of 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.