

UNIVERSITY OF MICHIGAN-FLINT
School of Health Professions and Studies
Physical Therapy Department

Academic Standards Policy and Procedures
Post-Professional Transitional DPT Program and Clinical Concentrations/Certificate Programs

- 1.0 OPERATIONAL DEFINITIONS.** For the purposes of this policy, the following operational definitions are employed:
- 1.1 Admitted students: Students who have been admitted to the Post-Professional Transitional DPT (t-DPT) Program and/or Clinical Concentration/Certificate Programs.
 - 1.2 Good standing: A student with an overall GPA of 5.0 or higher.
 - 1.3 Post-Professional t-DPT program: The Transitional DPT bridges the gap between BS PT/MPT degree entry-level practitioners and the current DPT entry-level graduate. The program offers an opportunity to compliment current knowledge and skills with advanced content designed to promote evidence-based practice and a high level of competence and autonomy.
 - 1.4 Clinical Concentrations/Certificate program: The Clinical Concentrations/Certificate program will meet the needs of practicing physical therapists by enhancing knowledge in important areas within areas of clinical specialization using an evidence-based practice approach and the APTA descriptions of specialty practice in orthopedics, neurology, cardiovascular and pulmonary, geriatric, and pediatric physical therapy.
 - 1.5 Core courses: Courses in the Post-Professional t-DPT program and/or Clinical Concentration/Certificate programs whose course numbers are solely designated by the prefix "PTP".
 - 1.6 Elective courses: Courses in the Post-Professional t-DPT program that are jointly numbered or that are offered solely by another academic unit.
 - 1.7 Faculty: Individuals appointed to and employed primarily in the program, including the Director and other faculty who report to the Director.
 - 1.8 Associated faculty: Individuals who have classroom and/or laboratory teaching responsibilities in the curriculum and who are not faculty.
 - 1.9 Grading system for the Post-Professional t-DPT program and/or Clinical Concentrations/Certificate programs:
 - 1.9.1 Definitions: A, excellent; B, good; C, fair; D, poor; E, failure; I, incomplete; Y, Course in Progress; W, officially withdrawn; P, pass, as defined by the university registrar; F, fail.
 - 1.9.2 Grades of C- and below are considered failing grades. Courses in which a C- or below is earned do not count toward the t-DPT degree requirements.

- 1.9.3 A grade once reported (with the exception of I) may be changed only to correct a demonstrable clerical error and then only with the approval of the Director of the Department.
- 1.9.4 Only Post-Professional t-DPT program courses and PT Department “PTP” prefixed Independent Study courses will count in the GPA calculation.
- 1.9.5 Grade point scale for post-professional t-DPT program:

<u>Letter Grade</u>	<u>Percent</u>	<u>Honor Points</u>
A+	≥ 97%	9
A	94-96%	8
A-	90-93%	7
B+	87-89%	6
B	84-86%	5
B-	80-83%	4
C+	77-79%	3
C	74-76%	2
C-	70-73%	1
D+	67-69%	0
D	64-66%	0
D-	60-63%	0
E	< 59%	0
P*	Pass	0
F*	Fail	0

*Not considered in computing grade point average.

- 1.9.6 Incomplete: All course work and exams are required to be completed by the end of the semester. An incomplete grade may be assigned to a student only if approved by the course instructor. Examples of acceptable reasons for an instructor to grant an incomplete include: extended student illness, family crises, and to allow adequate time for a student to re-take a final cumulative practical or written exam as indicated in section 3.5.

2.0 INSTITUTIONAL AUTHORITY

- 2.1 The faculty of the Department, acting on behalf of the University, has the responsibility of defining academic standards. The faculty reserves the right to remove from the post-professional t-DPT program and/or clinical concentration/certificate program any student whose academic standing, in the judgment of the faculty, is regarded as unsatisfactory (as defined in 3.0).
- 2.2 Removal from the post-professional t-DPT program and/or clinical concentration/certificate program does not imply or intend dismissal from the

School of Health Professions and Studies(SHPS) or from the University of Michigan-Flint.

- 2.3 Action taken under the provisions of this policy does not preclude other action required by the faculty under its policies dealing with student health, violation of professional conduct, or safety.

3.0 GENERAL ACADEMIC STANDARDS POLICY

Academic Standards determinations are made by the PT Department faculty and communicated to the student through the Departmental Director. The faculty is guided by the following guidelines for decision making. The faculty is not constrained to use these guidelines if circumstances exist, in the opinion of the faculty, to deviate from the guidelines.

- 3.1 Admission decisions are determined by action of the faculty during a regularly scheduled faculty meeting. There is no appeal of admission decisions.
- 3.2 Admitted students must satisfactorily complete all requirements that are stated as a condition of their admission.
 - 3.2.1 If an admitted student fails to comply with conditions of admission to the post-professional t-DPT program and/or clinical concentration/certificate programs:
 - 3.2.1.1 The admitted student is in violation of this policy and admission to the program will be rescinded.
- 3.2. The faculty expects students to be pro-active in communicating any issues with the instructor that may impact their final course grade at the time the issues occur.
- 3.3 Post-Professional t-DPT Degree Progression and/or Clinical Concentration/Certificate Progression and Graduation Requirements. In order to graduate students must meet ALL of the following criteria:
 - 3.3.1 Achieve an overall GPA of 5.0 or higher upon completion of the degree program, and
 - 3.3.1.1 Students who do not achieve a cumulative GPA of 5.0 at the completion of the didactic portion of the curriculum will be dismissed from the program.

3.3.2 Receive no grade of C- or below.

3.3.2.1 Grades of C- and below are failing grades

3.3.2.2 Students who fail a course during the didactic portion of the curriculum will be dismissed from the program.

3.4 Academic Probation

3.4.1 Students are placed on academic probation for any semester in which their cumulative GPA falls below 5.0.

3.4.2 Students must be in “good standing” to be eligible for scholarships.

3.4.3 Probationary Actions for Full-time Students.

3.4.3.1 The first semester a student is placed on probationary status, he/she will be issued a warning.

3.4.3.2 The second semester a student is placed on probationary status he/she will be issued an up-or-out warning.

3.4.3.3 If the student does not achieve an overall GPA of 5.0 or higher by the end of the semester they are on up-or-out status the student will be dismissed from the program.

3.4.4 Probationary Actions for Part-time Students.

3.4.4.1 The first semester a student is placed on probationary status, he/she will be issued a warning.

3.4.4.2 The third semester a student is placed on probationary status he/she will be issued an up-or-out warning.

3.4.4.3 If the student cannot achieve an overall GPA of 5.0 or higher by the end the semester they are on up-or-out status the student will be dismissed from the

program.

3.5 Resolution of Incomplete Course Grades

The student and the instructor must discuss the matter of the "incomplete" assignment. A grade of "I" (incomplete) will automatically revert to "E" if all work is not satisfactorily completed by the *end of the second week* of the next semester in which the student is registered for classes. If for sufficient reasons a student cannot resolve the incomplete within the two-week period the course instructor will determine if an extension will be granted. If an extension is recommended, a Grade Extension Request form must be approved by both the Director of the Post-Professional Physical Therapy Programs and the course instructor and forwarded to the Office of the Registrar. An "incomplete" that has been resolved according to the above procedure will appear on a student's transcript along with the revised grade, e.g., I/B+.

3.6 Course Final Exam Re-take

3.6.1 Availability of re-take exams are the prerogative of the course instructor.

3.6.2 Only one re-take exam is provided if the faculty member teaching the course has specified a re-take exam in the course syllabus. If a re-take exam is offered and the re-take schedule is not specified in the course syllabus, then the student must complete the re-take by the end of the University designated final exam period.

3.6.3 Preparation for the re-take exam is the responsibility of the student.

3.6.4 The maximal achievable score on the re-take examination is 80%. Thus, if a student performs above 80% percent on the exam, the exam grade will be entered as an 80% in their course grade calculation

3.7 Temporary Program Withdrawal

3.7.1 Students may request to temporarily withdraw from the t-DPT program and/or clinical concentration/certificate programs with intent to return to have time to deal with matters that affect their ability to perform well in the program. Such a request is made through a letter to the Director of the t-DPT program and must receive faculty approval.

3.7.2 The Director of the t-DPT program will inform the student of the

faculty action in a letter to the student specifying the conditions of temporary withdrawal and return to the t-DPT program.

3.7.3 To re-enter the program following a temporary program withdrawal the student must:

3.7.3.1 Submit a letter to the Director of the t-DPT program requesting re-entry into the t-DPT program no later than 30 days prior to the proposed re-entry date

3.7.3.2 The student must pass a comprehensive exam with a score of 74% or greater to resume study if the withdrawal was for three semesters or more. The exam will cover material from courses the student previously passed and is required to ensure that the student has adequate retention of prior coursework in order to be prepared for ongoing study in the t-DPT program and/or clinical concentration/certificate program.

3.7.3.3 Satisfy other requirements for return that were specified in the letter from the Director approving the temporary program withdrawal.

4.0 Academic Advising

4.1 Each students' academic performance will be reviewed at the end of each semester and the faculty advisors of students who are required to receive academic advising based on the criteria in 4.3. Each student will receive a letter directing them to contact their advisor.

4.2 Students who have less than 5.0 cumulative GPA **or** who received a grade of C during the previous academic semester will be required to prepare a written plan that addresses: 1) means to improve their academic performance in future courses, 2) resources / methods to review in areas of academic weakness as demonstrated by prior course performance, and 3) a statement on how the student will demonstrate completion of the plan. The student must present this plan to their faculty advisor for discussion, modification, and approval within two weeks of the beginning of the next semester.

4.3 Students who have less than 5.0 semester GPA or who received grades of B- or less during the previous academic semester will be required to meet with their faculty advisor for discussion within two weeks of the beginning of the next semester to improve their academic performance in future courses, and identify

resources / methods to review in areas of academic weakness as demonstrated by prior course performance.

5.0 OPERATIONAL PROCEDURES

- 5.1 Student Orientation. The Director of the t-DPT program shall review the t-DPT Program Academic Standards Policy and Procedure with students.
- 5.2 Student Notification of Academic Standards Violations. After determination by the t-DPT program and/or clinical concentration/certificate programs faculty that an academic standards violation has occurred, the Director of the t-DPT program will inform the student in writing: 1) that the violation occurred, 2) the academic consequence of the violation, and 3) the appeal process for the academic standards sanction.

6.0 APPEAL PROCESS

- 6.1 Students to which the academic discipline policy is applied have a right of appeal to the Director of the Department. The appeal to the Director must be written on the PT Department Academic Standards Appeal Form. The appeal form must be received by the Director no later than five business days after the student has received written confirmation of the faculty's decision. During the departmental and school appeal processes the student may not be enrolled in courses for which the student has not successfully completed the prerequisite courses.
 - 6.1.1 The student must specify the basis for the appeal on the PT Department Academic Standards Appeal form that is submitted to the Director.
 - 6.1.2 All evidence relevant to the appeal claim must be presented to the Director prior to or at the time of the appeal hearing. The Department Director is best able to make an informed decision only if all evidence pertinent to the case is presented before or during the departmental appeal hearing.
- 6.2 Upon receipt of notification of appeal, the Director shall in a timely manner hear the appeal if any of the following conditions exist:
 - 6.2.1 The decision is in violation of established departmental, school or university policies or procedures.
 - 6.2.2 New evidence is presented which bears upon the validity of the faculty's decision.
 - 6.2.3 The decision is clearly prejudicial, grossly inequitable or

academically indefensible.

6.3 Following appeal to the PT Department Director, the student may seek further appeal to the Student Appeals Committee of the School of Health Professions and Studies (SHPS).

6.3.1 If pursuing an appeal at the SHPS level, the student should contact the Dean's Office for a copy of the policy and procedures relative to student appeals.

6.3.2 The decision of the Student Appeals Committee of the School of Health Professions and Studies shall be final.

7.0 RECORD KEEPING AND INFORMATION TRANSMITTAL

7.1 The Director shall record essential elements of the process and place them in the PT Departments students file in the PT Department.

7.2 In case of an appeal, appropriate information and documentation will be forwarded to the body hearing the appeal.

7.3 Information related to academic discipline of a student are available to that student in the PT Department file.

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