

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

**Academic Standards Policy and Procedures
Professional DPT Program**

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 professional DPT program but who have not commenced professional course work.
- 1.2 Good standing: A student with an overall GPA of 5.0 or higher and no current professional conduct violations.
- 1.3 Year one: From the beginning of Fall term through the end of Summer term in the first year of the professional DPT program.
- 1.4 Year two: From the beginning of the Fall term through the end of the Summer term in the second year of the professional DPT program.
- 1.5 Year three: From the beginning of the Fall term through the end of the Fall term in the third year of the professional DPT program, plus the terminal clinical education experiences and practicum.
- 1.6 Core faculty: Individuals appointed to and employed primarily in the program, including the Director, the Associate Director of Clinical Education (ADCE) and other faculty who report to the Director.
- 1.7 Associated faculty: Individuals who have classroom and/or laboratory teaching responsibilities in the curriculum and who are not core faculty or clinical education faculty.
- 1.8 Professional DPT program: Year 1 through year 3 as defined above.
- 1.9 Core courses: Courses in the professional DPT program whose course numbers are solely designated by the prefix "PTP".
- 1.10 Support courses: Courses in the professional DPT program that are jointly numbered or that are offered solely by another academic unit.
- 1.11 Grading system for the professional DPT program:
 - 1.11.1 Definitions: A, excellent; B, good; C, fair; D, poor; E, failure; F, fail; I, incomplete; Y, Course in Progress; W, officially withdrawn; P, pass, as defined by the university registrar.
 - 1.11.2 Grades of C- and below are considered failing grades. Courses in which a C- or below is earned do not count toward the DPT degree requirements.
 - 1.11.3 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.
 - 1.11.4 Only Professional DPT program courses and PT Department Independent Study courses will count in the GPA calculation.
 - 1.11.5 Grade point scale for professional 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.

1.11.6 Incomplete: All course work and exams are expected 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. The student and the instructor should discuss the matter of the "incomplete" prior to its 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 granted, a Grade Extension Request form must be approved by both the Director of the Physical Therapy Department and the course instructor and forwarded to the Office of the Registrar. In the case where a student is enrolling in a clinical education course in the following semester, the "I" must be positively resolved before the student can participate in the clinical education course. Thus, in these cases the time limit to resolve the incomplete course may be shorter and must be discussed with the Associate Director of Clinical Education. 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+.

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 professional DPT 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 professional DPT program does not imply or intend dismissal from the School of Health Professions and Studies 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 Admitted students must satisfactorily complete all requirements that are stated as a condition of their admission.
 - 3.1.1 If an admitted student fails to comply with conditions of admission to the professional DPT program:
 - 3.1.1.1 The admitted student is in violation of this policy and admission to the program will be rescinded.
 - 3.1.1.2 Admission decisions are determined by action of the faculty during a regularly scheduled faculty meeting. There is no appeal of admission decisions.
- 3.2 The faculty expects students to be pro-active in communicating any issues with the instructor that may impact their final grade at the time the issues occur.
- 3.3 DPT Degree 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 both prior to initiation of the final clinical internships (PTP 734, 735, 736) and 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 (Fall, Year 3) will be dismissed from the program.
 - 3.3.2 receive a grade of C or C+ in no more than 3 courses in the didactic portion of the curriculum (Year 1, Year 2 and Fall Year 3), and
 - 3.3.3 receive no grade of C- or below except for section 3.3.4 the final clinical internships (PTP 734, 735, 736).
 - 3.3.3.1 Grades of C- and below are failing grades
 - 3.3.3.2 Students who fail a course during the didactic portion of the curriculum will be dismissed from the program.
 - 3.3.4 receive no grade of C+ or below which is considered failure in clinical

education of the final clinical internships (PTP 734, 735, 736). Students who fail any of the final clinical internships (PTP 734, 735, 736) will be offered one opportunity to re-take one final clinical internship (PTP 734, 735, 736). Clinical Education internships are only offered once per year. In exceptional cases where the ADCE determines it would benefit the student to re-take a final clinical internship (PTP 734, 735, 736) AND the ADCE is able to schedule a non-traditional clinical internship time, the student will be offered the opportunity to re-take the internship course at an alternative time prior to its normally scheduled time. In all other instances, the student will be delayed in re-taking the course until it is offered again the following year. In this case, the faculty will determine if the student will be placed on a part-time schedule, placed on a remediation plan, or provided time off of school to address issues that contributed to the failure in clinical education (See Satisfactory Completion of Clinical Education Policy for complete policy).

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 or they fail a final clinical internship (PTP 734, 735, 736).

3.4.2 While on academic probation, students are not considered to be “in good standing” and therefore will not be eligible for special clinical internships and some 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 cannot 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.

3.4.5 Probationary Actions for Students in Final Clinical Internships.

3.4.5.1 Students will remain on probationary status while they are re-taking the internship.

3.4.5.1.1 Failure in the re-take internship will result in immediate dismissal from the program.

3.4.5.1.2 Successful completion of the re-take internship will remove the student from probationary status.

3.5 Course Final Exam Re-take

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

3.5.2 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.

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

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

3.6 Temporary Program Withdrawal

3.6.1 Students may request to temporarily withdraw from the DPT program with intent to return to have time to deal with matters that may affect their ability to perform well in the program. Such a request is made through a letter to the Director and must receive faculty approval.

3.6.2 The Director will inform the student of the faculty action in a letter to the student specifying the conditions of temporary withdrawal and return to the DPT program.

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

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

3.6.3.2 If the withdrawal was for three semesters or more, the student must pass a comprehensive exam with a score of 74% or greater to resume study. 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 DPT program.

3.6.3.3 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 Staff will review students' academic performance at the end of each semester and notify faculty advisors of students who are required to receive academic advising based on the criteria in 4.3.

- 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 Department shall review the DPT Program Academic Standards Policy and Procedure with students.
- 5.2 Student Notification of Academic Standards Violations. After determination by the DPT program faculty that an academic standards violation has occurred, the Director 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 should 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 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. The Director may grant 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.
 - 6.3.1 If pursuing an appeal at the school level, the student should contact the Dean's Office for a copy of the policy and procedures relative to student appeals.
 - 6.3.3 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 student's file in the PT Department.
- 7.2 In case of an appeal, appropriate records and documentation will be forwarded to the body hearing the appeal.
- 7.3 Records related to academic discipline of a student are available to that student in their file.

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