

# Voluntary Student Withdrawal

Students may need to withdraw voluntarily from the program for personal reasons after admission. Students who voluntarily withdraw and wish to be readmitted into the OTA Program should do the following:

1. The student should notify the OTA Program Director of his/her need to withdraw from the program as soon as possible.
2. In the event the student must withdraw quickly without time to notify the Program Director before official withdrawal from the college, the student should contact the Program Director within a week of Last Date of Attendance in OTA courses (as reported by OTC Student Services) to notify the Director about the withdrawal.
3. The student must complete an exit interview with the Program Director and sign a Withdrawal Contract to outline the steps needed for returning to the program prior to the end of the semester in which he/she withdraws.
4. In order to reapply, students must meet the criteria above. Failure to complete these steps will disqualify the student from readmission to the program. Students who must withdraw for academic or disciplinary reasons should refer to the policies from this same section on the Suspension/Withdrawal portion of the handbook.

## 5. First Semester Withdrawal

Students who voluntarily withdraw during the first semester of the program for personal reasons and who wish to re-enter the following fall will be required to reapply to the OTA Program by April 15 of the following year. All regular admission policies and procedures will apply to the student. The student should submit an updated resume, application form, references, and essay. The student will be given credit for any courses which he/she completed in the first fall semester of the OTA Program. These will be scored on the OTA admissions scoring as "Previous OTA courses". See procedures below for receiving a course waiver. ***Readmission is not guaranteed.***

## 6. Withdrawal After the First Semester

Students who must withdraw from the program for personal reasons and who wish to re-enter the program after the first semester should follow these procedures:

- Students who have a cumulative OTA Program GPA of 2.5 or higher are eligible to re-apply for admission to the program the following year. Any student with a Program GPA lower than 2.5 will not be eligible to reapply for the program.
- After acceptance into the program, students are allowed **one re-admission to the OTA Program** following a withdrawal. If a student withdraws from any class during the second admission, the student will not be eligible for readmission. Students who must withdraw for the 2nd time for special circumstances may write a letter to the admissions committee detailing the special circumstances and the reason they are requesting a 3rd admission. Re-admission is not guaranteed, but extenuating circumstances out of the student's control will be taken into account. No more than 3 opportunities for admission in total will be allowed under any circumstances.
- Readmission is only possible if there is an open position available in the program for the next semester, for a maximum of 28 students. If there are no positions remaining, the student will not be eligible to readmit following a withdrawal.
- Students who withdraw during any semester for personal reasons must submit a new, online application form in the semester prior to re-entering the program to indicate intention to reapply. The deadline for submission will be October 22 for Spring re-admission and the 15<sup>th</sup> of April for Fall re-admission.
- In addition to the online application form, the student must submit a written letter (not email) to the OTA Program Director to include the following:
  - an updated resume to reflect new activities, jobs, or education received since leaving the OTA Program
  - a written reflection of the challenges faced by the student in the previous academic semester, along with a comprehensive review of solutions the student has undertaken to empower his/her abilities to complete the program in the second attempt.

- Deadlines and payment of all applicable fees as published on the admission application must be followed.
- Students may be required to re-interview for the program, if the admission committee feels any of the readmission materials are unclear or it is necessary for making a re-admission determination.
- The student should notify the OTA Program Director of his/her need to withdraw from the program as soon as possible.
- In the event the student must withdraw quickly without time to notify the Program Director before official withdrawal from the college, the student should contact the Program Director within a week of Last Date of Attendance in OTA courses (as reported by OTC Student Services) to notify the Director about the withdrawal.
- The student must complete an exit interview with the Program Director and sign a Withdrawal Contract to outline the steps needed for returning to the program prior to the end of the semester in which he/she withdraws.
- In order to reapply, students must meet the criteria above. Failure to complete these steps will disqualify the student from readmission to the program. Students who must withdraw for academic or disciplinary reasons should refer to the policies from this same section on the Suspension/Withdrawal portion of the handbook.
- Failure to follow the procedures above within the given time frames will result in full student withdrawal with no opportunity to re-apply to the OTA Program.
- Students who are on probation for disciplinary reasons at the time of withdrawal will not be eligible for readmission. Students who have less than a 2.5 GPA at the time of withdrawal are also not eligible for readmission.

- The decision to readmit a student in the following year will be based upon:
  - a review of the individual circumstances surrounding the initial withdrawal
  - the students' overall OTA GPA
  - the number of open seats in the class
  - student compliance with reapplication procedures
  - the student's ability to comply with program requirements and/or essential functions
  - passing the program competency exam
- Admission will be at the discretion of the Program Director and OTA faculty, in consultation with the Dean of Allied Health. Other college administrators will be consulted as appropriate. ***Readmission is not guaranteed.***

## 7. Course Waivers

- The student may receive a program waiver for any OTA courses which were successfully completing during the semester of withdrawal. A waiver for completed courses may only be considered if readmission is requested within 1 year of completion of the OTA course. In order to maintain currency in OTA courses, a student who re-enters the program after one year will have to re-take all previous OTA coursework, regardless of the previous grade given.
- To ensure competence in previous courses when readmitting, students may be asked to audit courses or take the equivalent of course comprehensive final exams prior to the start of the semester he/she is admitting to. If a student elects to audit a course, all OTC policies and fees for auditing will apply.
- Should a student elect to complete the comprehensive exams, the exams will be in the form of online exams or lab exams, depending on the course waiver requirement for that course. The exam will cover all previous courses for which a course waiver is requested.
- Students will have 2 attempts to pass the comprehensive exams with a grade of 75% or higher. In order to assure preparation for taking and passing the NBCOT exam, students not passing any exam with 75% after two attempts will be required to take the related course again.