

# OZARKS TECHNICAL COMMUNITY COLLEGE

## OTA 4.1

### Voluntary Withdrawal

#### A. Purpose

To maintain compliance with Standard A.4.4 set forth by the Accreditation Council for Occupational Therapy Education (ACOTE)

#### B. OTC Policy Connection

All associated OTC policies

#### C. OTA Program Procedure

A. 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 (PD) of his/her need to withdraw from the program as soon as possible. If not already notified, the PD will notify the student's OTC Navigator and the OTC Health Sciences office of the withdrawal after receiving the notice.
2. A meeting time will be established between the student, PD and Navigator (initiated by the PD/Navigator).
3. The OTC Navigator will assist the student with any needs regarding financial aid, official withdrawal from courses, and other community resource needs.
4. The Program Director will assist the student with completion of an exit interview and a signed withdrawal contract to outline the steps needed for returning to the program, if such a return is applicable and/or to release the student from the selective admission portion of the OTA Program if a return to the program is not desired.
5. In order to reapply, students must meet with the Program Director and complete the necessary paperwork during the semester he/she/they decide to withdraw. 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.
6. 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 15 for Spring re-admission and April 15 for Fall re-admission. Deadlines and payment of all applicable fees as published on the admission application must be followed.
7. In addition to an updated application form, the student must submit to the Health Sciences office a signed and dated letter (not email) addressed to the Admissions Committee by the October or April deadline.

The letter should 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.

8. The student will be given credit for any courses which he/she completed with a "C" or better in previous semesters of the OTA Program. These will be scored on the OTA admissions scoring as "Previous OTA Courses". Students may seek a course waiver for classes he/she/they passed with a "C" or better, prior to withdrawal. If no waivers are present, the student will be required to retake all OTA courses starting with the Fall I semester. See procedures below for receiving a course waiver.

9. *Readmission is not guaranteed.* Students must complete all parts of the re-admission process in a timely fashion in order to be readmitted into the program. Re-admission for students with previous coaching forms/write-ups for behavioral issues or students who do not complete all of the necessary steps will be determined by the admissions committee.

10. 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.

11. 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.

12. 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.

13. 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.

## B. Course Waivers

1. 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 and the student received a C or better in the 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.

2. Students who have a cumulative OTA Program GPA of 2.0 or higher are eligible to re-apply for admission to the program for one year following the withdrawal. Any student with a Program GPA lower than 2.0 will not be eligible to reapply for the program. If a student withdraws in the first semester without completing any courses, all courses must be retaken upon return to the program.

3. The decision to readmit a student and provide a course waiver 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 and/or examination of performance in related courses within the program.

4. 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.

5. 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. Students will be notified of the structure and content of such an exam, if it is determined that competency must be assessed.

6. Students will have 1 attempt 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 one attempt will be required to take the related course again and no course waiver will be granted.

Reviewed 9/30/22

Set for next review 9/30/24

