

Academic Suspension

1. Students who have not achieved satisfactory academic progress (grade of "C" or better in summative work) in one or more courses at the end of the semester will be suspended from the program at the time of the grade submission to OTC.
2. 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.
3. Students are allowed **one re-admission to the OTA Program following academic suspension, if they meet the required cumulative GPA**. If a student fails any class during the second admission, the student will not be eligible for readmission. Readmission will not be granted if a grade of "D" or "F" was received twice for the same required course.
4. 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 an academic suspension.
5. Students suspended during any semester for academic 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 15th of April for Fall re-admission.
6. 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 failed academic semester, along with a comprehensive review of solutions the student has undertaken to empower his/her abilities to pass the program in the second attempt.

7. Deadlines, procedures, and payment of all applicable fees as published on the admission application must be followed.

8. 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.

9. In order for the student to be considered for readmission after academic suspension, the student **must** meet with the OTA Program Director **within one week** of the end of the semester in which a failing grade was given. The student is responsible to make contact with the Director to schedule this meeting.

10. The student and the Program Director must complete a formal program withdrawal and exit survey within one month of the completion of the failed course. A student may not submit a new application to the OTA Program until proper withdrawal procedures are completed.

11. 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.

12. Students who are on probation for disciplinary reasons at the time of academic suspension will not be eligible for readmission.

13. The decision to readmit a student in the following year will be based upon:

- a review of the individual circumstances surrounding the initial suspension
- 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

14. 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.**

15. The student may receive a program waiver for any OTA courses which were successfully completing during the semester of academic suspension. 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.

16. Students who fail a class(es) must retake the course(s) upon re-entry to replace the failing grade from the previous admission.