

Graduate Admission, Retention and Graduation Policies



Revised December 2008

**HOWARD UNIVERSITY
DIVISION OF ALLIED HEALTH SCIENCES
GRADUATE ADMISSION, RETENTION AND
GRADUATION POLICIES**

Contained herein are the Graduate Admission, Retention and Graduation policies of the Division of Allied Health Sciences, as amended December 2008.

The Division of Allied Health Sciences of Howard University has two graduate programs:

- Master of Science in Occupational Therapy (MSOT)
- Master of Physical Therapy (MPT).

Note: The Master of Science and Doctor of Philosophy in Nutritional Sciences program comes under the purview of the Graduate School. However, instruction of this program is conducted by faculty of the Department of Nutritional Sciences in the Division of Allied Health Sciences.

Note: The Division of Allied Health Sciences makes every effort to provide accurate and current information in this publication. However, the Division reserves the right to make modifications to these policies.

**DIVISION OF ALLIED HEALTH SCIENCES
HOWARD UNIVERSITY**

**ADMISSION, RETENTION AND GRADUATION POLICIES
FOR GRADUATE PROGRAMS**

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**HOWARD UNIVERSITY
DIVISION OF ALLIED HEALTH SCIENCES
ADMISSION, RETENTION AND GRADUATION POLICIES**

ADMISSION STANDARDS

1. Admission: Graduate Programs

- **Master of Science in Occupational Therapy**
- **Master of Physical Therapy**

The Division of Allied Health Sciences adheres to the guidelines and procedures for admission and enrollment outlined by Howard University. Admission may be granted to any applicant who satisfies all admission criteria. The Division, at its discretion, may conditionally accept any applicant who may be deficient in one or more of the admission requirements.

1.1. Application

1.1.1.	For the Master of Science in Occupational Therapy, an applicant must apply by the Department's designated application deadline.
1.1.2.	For the Master of Physical Therapy Program, an applicant must apply for admission to the program through the Physical Therapy Centralized Application Service (PTCAS.Com). A student who entered as an undergraduate prior to Fall 2008, may apply directly to the Department of Physical Therapy.
1.1.3.	Admission requirements for international applicants are the same as those of resident applicants.
1.1.4.	For students in the graduate programs, three recommendations, from individuals who are acquainted with the applicant's scholastic qualifications, must be received by the application deadline.

1.2. Minimum Admission Requirements

1.2.1.	The Master of Science in Occupational Therapy requires a minimum cumulative (cum.) GPA of 3.00 for admission.
1.2.2.	The Master of Physical Therapy requires a minimum prerequisite GPA of 3.00 for admission.
1.2.3.	A minimum final grade of C is required in all prerequisite courses for admission to the Master of Science in Occupational Therapy and Master of Physical Therapy Programs.
1.2.4.	Written verification of clinical observation is required for admission to the Master of Occupational Therapy.
1.2.5.	Written verification of 80 hours of clinical observation is required for admission to the Master of Physical Therapy (20 hours must be in an acute setting).

1.3. Selection of Candidates for Admission

The department's admission committees will review all application materials and supporting documentation for each candidate. Applicants who meet the minimum admission requirements may be interviewed by members of the committee. The interview process may include evaluative activities related to skills deemed necessary for success in the graduate programs.

1.3.1.	Final determination of admission will be the responsibility of the admission committee of each department.
1.3.2.	Provisional admission may be offered pending satisfactory completion of required coursework prior to entry. In a case where pending coursework is not successfully completed, the offer of admission will be rescinded.
1.3.3.	Applicants to the Master of Science in Occupational Therapy and the Master of Physical Therapy Programs will be sent written notification of admission status from the department.

2. Readmission

2.1.	A letter of request for readmission must be sent to the department chairperson. The department's admission committee will review each case and render a decision.
2.2.	Assessment for readmission of Former Student Returning who was suspended will be based on grades, clinical experiences, written correspondence, other interim activities, and faculty recommendations.
2.3.	Students may be readmitted with special provisions as determined by the department admission committee. Provisions may include repeating courses for a higher grade, auditing courses, taking specific skill courses, taking a reduced course load, and/or completing required counseling, therapy or advisement.

3. Criteria for Awarding Academic Transfer Credits

The Division of Allied Health Sciences retains the right to determine the acceptability of transfer credits to meet degree requirements. Acceptance of transfer credits will be determined by the faculty of the department in which the student seeks to enroll or is enrolled.

3.1.	Credit courses carrying a grade of C (not C-) or above from a regionally accredited institution will be considered for transfer.
3.2.	The number of semester hours transferred will be equal to the semester hours earned in the equivalent course at HU, as long as the transfer hours are at least 75% of the equivalent HU course. This policy applies to 3-credit hour courses and above only.
3.3.	A "Pass" grade may be accepted only if the grade is based on a minimum performance level of 70% as defined in an official document from the transfer institution.

3.4.	Credits earned by examination, through correspondence study, experiential learning or other nontraditional methods must be validated and approved by the faculty of the department, and may be accepted in exceptional cases.
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RETENTION STANDARDS AND REGULATIONS

4. Assessment and Requirements

Students must complete the prescribed course of study, meet all departmental academic, clinical and background clearance requirements, and adhere to standards of ethics and professionalism throughout their graduate matriculation.

4.1. Health Assessment

4.1.1.	Graduate students must provide evidence of a recent complete history and physical examination, showing acceptable health and meeting all required immunizations, prior to the beginning of each academic year during the graduate program course of study.
4.1.2.	The report must be submitted on a Howard University Entrance Medical Record Form to the University Student Health Service before the beginning of classes in the fall semester.
4.1.3.	Additional health clearance may be required by an individual clinical affiliation site.

4.2. Academic Requirements

4.2.1.	A minimum final grade of C is required in any graduate course.
4.2.2.	The Master of Science in Occupational Therapy requires a minimum cum. GPA of 3.00.
4.2.3.	The Master of Physical Therapy requires a minimum cum. GPA of 3.00.
4.2.4.	Prompt and regular attendance in all lecture and laboratory classes as specified by the instructor of each course. Students are responsible for any missed material or assignments given in their absence.

4.3. Clinical Requirements

4.3.1.	A student must be in good academic standing and receive endorsement by the faculty of the program in order to proceed to clinical affiliations.
4.3.2.	A minimum of 80% proficiency for the Master of Science in Occupational Therapy must be achieved in all assigned areas of clinical practice (clinical clerkships, fieldwork, and preceptorships).
4.3.3.	Master of Science in Occupational Therapy and Master of Physical Therapy students receive a grade of Pass or Fail in all assigned areas of clinical practice (preceptorships, fieldwork, and internships).
4.3.4.	Prompt and regular attendance at all clinical rotation sites is required. The student is responsible for arranging with the clinical supervisor to make up any time missed during the assigned rotation.

5. Grading System

5.1. University Grading System

The following is the University grading system:

5.1.1.	Grade	Score	Quality Points
	A	90-100	4
	B	80-89	3
	C	70-79	2
	D	60-69	1
	F	0-59	0
	P	60-100	-
5.1.2.	In the Graduate Program, a final grade of D or F is a failing grade and the course must be repeated. Until a course in which a D or F has been successfully retaken, the student will not be eligible to take subsequent courses which are based on the course in which the D or F was earned.		

5.2. Special Grading

5.2.1.	An incomplete with an alternate grade (e.g., I/F, I/D, etc.) may be assigned for a student whose completed work was satisfactory, but course requirements were not completed due to non-academic reasons (e.g., personal illness and family emergencies). The student must initiate the request for an incomplete grade and provide written evidence of the hardship. Before an instructor assigns an incomplete grade, the student must meet with the instructor regarding the completion of work agreement. The instructor will fill out the agreement on an Incomplete Grade Processing Form, and both the instructor and student will sign the document. The incomplete must be satisfied by the end of the next semester enrolled.
5.2.2.	For students in the Graduate Program, a grade of W will be acceptable only when a student obtains written approval by the department chairperson prior to withdrawal. The student must be able to provide evidence of hardship. Students who withdraw from a graduate course without the written approval of the department chairperson will be suspended from the program.

6. Academic Actions

Any student who fails to meet the minimum performance standards will be recommended for academic action by the department chair in the form of probation, suspension, or dismissal. The director of Academic Services or his/her designee will review departmental recommendations at the end of each semester and forward the findings to the associate dean for action. Students will be notified in writing if adverse actions are warranted.

6.1. Probation

Academic probation is a specified period of academic rehabilitation during which the student corrects deficiencies as stipulated by the major department and the associate dean. A student on probation will not be allowed to progress to a clinical internship or preceptorship until the probationary status has been removed.

Any one of the following deficiencies is cause for probation:

6.1.1.	For the Master of Science in Occupational Therapy, earning a semester GPA less than 3.00.
6.1.2.	For the Master of Physical Therapy, earning a semester GPA less than 3.00.

In the event of an academic action, the curriculum may be interrupted, thus extending the length of time to complete program requirements by one or two semesters due to cyclic scheduling of the graduate program courses. The faculty of the program reserves the right to make necessary changes in the student's program for reasons such as changes in course offerings, changes in curriculum, or maintaining sequencing of courses.

6.2. Removal of Probationary Status

6.2.1.	The period of probation will be for one semester or one year if a course to be repeated is offered only once each year.
6.2.2.	The student must correct all deficiencies by the end of the probationary period.
6.2.3.	The GPA may be raised by remediation of a graduate program course in which the student earned a final grade of C. Remediation of a course must be approved by the faculty of the department and directed by the instructor of the course. Course remediation is offered only to students on probation.
6.2.4.	For the Master of Science in Occupational Therapy, the semester GPA earned during the probationary period must be at least a 3.00.
6.2.5.	For the Master of Physical Therapy, the semester GPA earned during the probationary period must be at least a 3.00.

6.3. Suspension

Suspension is an indefinite period in which a student is denied matriculation in the graduate program. A student on suspension may reapply to the program, however, readmission is not guaranteed.

Anyone of the following is cause for suspension:

6.3.1.	A final grade of D or F in any Master of Science in Occupational Therapy and Master of Physical Therapy course.
6.3.2.	A grade of W (withdrawal) in a graduate course without prior written approval of the department chairperson.
6.3.3.	A cumulative GPA below 3.00 for more than two consecutive semesters.

6.4. Dismissal

6.4.1.	Any student who has been readmitted after suspension and subsequently shows cause for academic action (i.e., probation or suspension) will be permanently dismissed from the graduate program.
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7. Code of Ethics

Division of Allied Health Sciences students are expected to display the highest level of honesty and integrity in both academic and personal life. The faculty, through its Student Judiciary Committee, will exercise its responsibility to suspend or dismiss any student who is found guilty of violating ethical standards as articulated by the departments, the Division, the College, and the University. Each student enrolled in the Division, as well as students who are taking courses in Allied Health Sciences must:

7.1.	Abstain from cheating, avoid the appearance of cheating, and avoid assisting or otherwise making it possible for others to cheat. Any act of dishonesty in the fulfillment of academic course or program requirements is academic cheating.
7.2.	Give credit for ideas or materials that have been taken from another source. To copy and submit intentionally (as one's own the ideas) the writings and other creations of another, without acknowledging the author/creator, are regarded as plagiarism.
7.3.	Respect the rights, privacy, and dignity of all patients, and render quality service irrespective of race, color, religion, age, sex, national ancestry, sexual orientation and/or mental disability.
7.4.	Adhere to the legal and ethical standards of professional behavior while engaged in clinical practice.
7.5.	Hold all patient information confidential and adhere to all HIPAA policies.
7.6.	Present a neat, professional appearance, with attention to good personal hygiene at all times. Students in clinical practice must adhere to the dress code requirements of the Division and/ or the affiliation (clinical) site to which she/he is assigned.

7.7.	Recognize and respect authority.
7.8.	Be courteous to others, respecting the privacy and dignity of peers and professional colleagues.
7.9.	Be a responsible, trustworthy and dependable member of the health team.
7.10.	Refrain from negligent behavior which may result in injury to the patient, or from conduct involving deliberate misrepresentation to patients and others.
7.11.	Adhere to the professional code of conduct for the student's discipline enrolled, and the affiliation (clinical) site to which the student is assigned.
7.12.	Adhere to Howard University regulations and guidelines governing the use of alcoholic beverages and narcotics.

GRADUATION

8. Degree Requirements

8.1.	Students must complete the total number of semester hours required (including fieldwork and master/thesis project) by their department.
8.2.	Students in the Master of Science in Occupational Therapy and Master of Physical Therapy Program must graduate with a cum. GPA 3.00 or higher.

POLICY CHANGES

When changes in prerequisite courses or the minimum grade requirement in a course, program, or the Division are implemented, the following will apply.

1. Students who have successfully completed the requirement prior to the change will have satisfactorily completed the requirement.
2. Students enrolled in a program before the time of change will be permitted to meet the old requirement.
3. Students who have taken a course prior to the change and did not meet the grade requirement, must complete the course under the new requirement.
4. New students who are enrolling in the graduate program prior to the change must meet the new requirement.

Referring Students for Psychological Assessment to the University Counseling Service

Referring a student to the University Counseling Service (UCS) is an important and sometimes difficult task. It is recommended that you approach the student in a gentle, caring and non-judgmental manner, and specifically state why you are concerned. Then suggest he or she seek professional assessment at the UCS. Most often, the student will feel relieved that there is help available and will agree to make an appointment. Depending on the circumstance, you may want to offer extra support by calling the UCS and make an appointment for the student. If you believe this situation is an emergency, it is recommended that you escort the student to the UCS.

For a student who has been referred for psychological assessment to UCS – The Division reserves the right not to permit such a student to attend clinical rotations without a written clearance from the UCS or an authorized psychological professional.

The University Counseling Service is located in the C.B. Powell Building at 6th and Bryant Streets, NW. The phone number to the office is 202-806-6870.

Student Grievance/ Complaint Form
(Used to file and process all student Grievances)

Part 1

Grievance Action Pertaining to: _____

Grievance Action Initiated by: _____ **Student ID#** _____

Major _____ **School/Division** _____

Classification: Undergraduate__ Grad Student__ Prof Student__ Year: 1__2__3__4__

Local Address: _____ **Phone No.** _____

Grievance statement and specific request Attachments Received: Yes__ No__

(List and attach detail statement and supportive evidence and submit separately within 5 days)

Grievance filed with: _____

Print Name of Person and Title

Date

Signature of Student

Date

Part 2

Grievance Process and Action Sequence

(To be completed by the person or committee chair responsible for the action taken, and return to student)

	Initial:	Date:	Action Taken:
Informal Grievance: Yes__ No__			
Faculty	_____	_____	_____
Chairperson	_____	_____	_____
Associate Dean	_____	_____	_____
Formal Grievance: Yes__ No__			
(C/PNAHS) Grievance Committee	_____	_____	_____
Recommendation to Dean	_____	_____	_____

(All documents from informal and formal procedures and a detailed statement of action taken shall be attached and case document submitted to dean within 10 working days of the hearing)

Part 3

Dean's Final Action:

(Detailed statement of action taken, with justification, shall be attached if decision differs from committee's recommendation)

Print name of person making final decision

Signature

Date

Deans' Office (White)
 Assistant Dean for Student Affairs (Green)
 Faculty Person (Yellow)

Chairperson (Pink)
 Associate Dean (Blue)
 Student (Goldenrod)

(Pick Up Form from the Office of Academic Services, Annex I, Room 111)

