

**ITHACA COLLEGE
DEPARTMENT OF PHYSICAL THERAPY**

Academic Policies and Procedures for Students

2005-06

I. ADMISSIONS

A. Admission of Freshman Students

Ordinarily, students are admitted into the Physical Therapy Program as first semester freshmen. Once admitted, the student will be able to progress through the program if he/she satisfies the academic requirements of the Department, School and College.

B. Admissions of Transfer Students

Transfer students may enter the physical therapy program at three points of the undergraduate program: fall semester of the sophomore year, spring semester of the sophomore year or summer session between the sophomore and junior years. When openings exist, credentials of the applicants will be reviewed and a decision rendered.

C. Admission to Graduate Component

To be eligible for admission, applicants must have completed the B.S. in clinical science program (described in the undergraduate catalog) and have achieved a cumulative GPA of 3.00 or higher.

II. STUDENT ADVISEMENT

Each student with a declared major in Physical Therapy is assigned an Academic Advisor from the physical therapy faculty. The goal in advisement is to counsel students regarding their academic, intellectual, and professional development.

Conversations with the student with regard to their academic performance will be documented, at the discretion of the advisor. The forms are included in the student's file.

It is desirable to maintain the same advisor/advisee relationship throughout the student's experience on the Ithaca College campus. Students will be assigned a new advisor for the period(s) on the Rochester Campus.

If at any time either a student or an advisor believes it would be in the student's best interest to change advisors, then this change may be implemented. A Change of Advisor Form must be completed.

III. ACADEMIC REQUIREMENTS

A. Grade Requirements

The regulations outlined below comply with, or are in addition to, those outlined in either the Undergraduate or Graduate catalogs.

1. Undergraduate Students

Students in the clinical science major must receive at least a grade of C- in all required courses.

Students who do not have a minimum cumulative GPA of 2.70 at the completion of the spring semester of their Sophomore year will be dismissed from the program.

To be eligible for admission to the Master of Science program in physical therapy (fifth year), applicants must have completed the B.S. program in clinical science and have achieved at least a 3.00 cumulative GPA.

2. Graduate Students

Students are expected to enter the MS program the fall semester immediately following the awarding of the BS degree in Clinical Science.

Fifth-year students must maintain a minimum GPA of 3.00 through each academic block to avoid Academic Warning and must have a cumulative GPA of 3.00 to graduate.

During the fifth year of the program, any student receiving more than 6 credits of C (C+, C, or C-) or an F in a required course will be subject to dismissal from the physical therapy program and may not reenter the program. At the master's degree level, no grades of D are awarded; the lowest passing grade awarded is a C-. Students must earn a satisfactory rating in all courses, including Clinical Education III, and either IV & V or VI, before the degree will be awarded and certification granted for licensing.

Candidates for a Master's Degree in Physical Therapy must complete the graduate year within three (3) years of their date of matriculation in the graduate year.

B. Curricular Requirements

Courses and credits must be satisfactorily completed in the allotted time and in the sequence shown in the Undergraduate and Graduate catalogs unless permission to deviate from the sequence or time frame has been approved by the department faculty.

Candidates for a master's degree in physical therapy are required to meet all requirements for graduation within three years of their matriculation date into the graduate program.

IV. ACADEMIC REGULATIONS

The following sections describe those regulations that apply to anyone with unacceptable academic performance. The regulations described below comply with or are in addition to those described in either the Undergraduate or Graduate catalog. The criteria below apply primarily to Department Policy. Criteria for College or School warning, suspension, or dismissal are specified in the Undergraduate/Graduate catalogues.

A. Academic Warning

Being placed on academic warning indicates that a student has a serious deficiency that, if not corrected, will result in suspension or dismissal from the clinical science/physical therapy program. Junior, senior and graduate students on academic warning may not be allowed to progress to the clinical education courses. Such students may be allowed to progress in the curriculum only under conditions specified and approved by the department. Remediation for removal of academic warning status will be determined by the department faculty.

1. Undergraduate Students

An undergraduate clinical science major will be placed on academic warning within the Department of Physical Therapy for the following semester if he or she:

- a. receives less than a C- grade in, drops or withdraws from any required course, or
- b. does not complete the required and elective courses in the time allotted, or
- c. does not complete the General Education requirements by the end of the Junior year, or
- d. does not complete the Liberal Arts Focus Area or comparable credits* in the minor by the end of the Junior year, or
- e. fails to remove an incomplete (I) grade in the time allotted, or
- f. fails, drops, or withdraws from a clinical education course, or
- g. fails to complete the requirements for General Education and the Liberal Arts Focus Area (or the minor).

2. Graduate Students

A graduate student in the physical therapy major will be placed on academic warning by the Division of Graduate Studies if he or she:

- a. receives less than a 3.00 GPA in an academic block, or
- b. withdraws from a required course, or
- c. fails to remove an incomplete (I) grade in the allotted time, or
- d. fails, drops, withdraws, or receives a U from a clinical education course.

Warning will be removed when both of the following criteria are met:

- a. The student's GPA for the following semester is 3.00 or greater
- b. The student's overall GPA for the graduate year is 3.0 or greater

3. Clinical Education

If the student receives a grade of F or U in a clinical education course, he or she will be placed on academic warning. The student must remediate this grade in one or more of the following ways as decided by the faculty:

- a. attend an equivalent affiliation and receive a grade of pass
- b. perform remedial work under the supervision of one or more faculty members
- c. satisfactorily completes the course Independent Clinical Study

Upon successful remediation, the warning will be removed and the student will be allowed the opportunity to progress in the program.

* Nine (9) credits toward a minor with at least 6 credits at the 200 level and 3 credits at the 300 level.

B. Suspension from the Undergraduate Program

A student who is subject to dismissal from the program may, under extenuating circumstances, be granted a suspension from the program. Alternatively, if the student is subject to warning, but not dismissal, and the academic deficiency is more severe than normal in warning situations, the student may be suspended from the program.

A student on program suspension may not enroll in courses offered within the major.

Such a student may apply for a leave of absence in accordance with College policy. To be eligible for readmission, the student will have to fulfill certain conditions prescribed by the department at the time of suspension.

C. Dismissal from the Program

1. Undergraduate Students

An undergraduate student is subject to program Dismissal if he or she:

- a. receives less than a C- grade in two or more required courses in the same semester, or
- b. is a Freshman or Sophomore on Academic Warning who fails to successfully complete (with grades of C- or better) at least 12 credit hours in a semester, or a Junior or Senior who has not successfully completed the minimum number of credit hours to progress to the next semester, or
- c. has less than a 2.70 GPA at the end of the Sophomore year, or

- d. is a Freshman or Sophomore on Academic Warning for the preceding semester, or a Junior or Senior who has been on Academic Warning for any semester, and receives less than a C- (or fails to remove a grade of I in the specified time period) in any required course, or
- e. is a Senior who receives less than a C- grade (or fails to remove a grade of (I) in the specified time) in any required course of clinical education prerequisite, or
- f. fails, drops, or withdraws from any two required courses, including clinical education courses, or
- g. withdraws from a required course while on academic warning.

In an exceptional case, a student may be re-admitted upon the satisfactory completion of conditions determined by the department faculty.

2. Graduate Students

A graduate student in the Department of Physical Therapy is subject to dismissal from the program if he or she:

- a. receives more than 6 credits of C (C- C,C+) during the graduate year, or
- b. receives a grade of F for any course in the graduate year (excluding clinical education courses), or
- c. remains on academic warning for any two consecutive academic blocks, or
- d. fails, drops, withdraws, or receives a U from any two clinical education courses (graduate or undergraduate), or
- e. fails to successfully complete departmental remediation as prescribed by the faculty within the allotted time.

A student dismissed from the program is not eligible to remain in the physical therapy department but may be eligible to pursue other Ithaca College programs.

If academic performance deficiencies include failure to meet minimum standards of the School of Health Sciences and Human Performance, or the Division of Graduate Studies, suspension or dismissal from Ithaca College may result.

D. Incomplete Grade

1. Undergraduate Students

All undergraduate students must complete the required courses in which the grade of Incomplete (I) has been recorded. The course must be completed by the end of the following semester, or earlier if specified by the course instructor in accordance with the College catalog. Failure to comply with this regulation will result in the student being placed on Academic Warning for the next semester or program Dismissal for students who were on Warning at the time the Incomplete was recorded.

Students must have satisfactorily completed all prior course work to progress to clinical education courses.

Junior and Senior students must complete any required course(s) in which an Incomplete (I) has been recorded before entering the following semester. Failure to complete the course will result in program Suspension until the following year, as courses must be completed in sequence.

2. Graduate Students

A graduate student who receives a grade of Incomplete (I) must complete the requirements of the course within one year from the date of the last class meeting as cited in the Graduate catalog. Failure to complete the requirements by the allotted date results in the grade for the course being permanently recorded as an Incomplete. Continuation by the student in the course sequence is determined by the course prerequisites and by the faculty.

Students must have satisfactorily completed all prior course work to progress to clinical education courses.

E. Withdrawal from a Course

1. Undergraduate Program – see College Policy

Withdrawal from a required course may result in Academic Warning, Suspension or Dismissal from the program.

2. Graduate Program

The last date for withdrawal from a course is determined by a percentage of class days. If fewer than 75 percent of the class days for a course have elapsed, the student may withdraw.

Withdrawal from a required course may result in Academic Warning, or Dismissal from the program.

V. ACADEMIC PROCEDURES

A. Student Academic Status Review

1. Undergraduate

At the end of each semester the faculty will review the records of students with academic deficiencies in that semester to determine their academic status. Academic Warning, Suspension or Dismissal notices will be sent by the Chair of the Department of Physical Therapy. When necessary, these letters will specify criteria for reinstatement of good standing and time limitations.

2. Graduate

At the end of each block, any student with academic deficiencies will be notified by the Dean of Graduate Studies of the student's academic status. When necessary, these letters will specify criteria for reinstatement of good standing and time limitations.

B. Petition for Waiver of Departmental Academic Policy

A petition is the procedure by which a student requests the Department of Physical Therapy to waive a Departmental academic policy. Information for filing a petition can be obtained from the Department office.

C. Academic Integrity

If an instructor has reason to believe that a student has cheated, a zero may be entered for that examination and the procedures outlined in the Student Conduct Code will be instituted.

D. Class Attendance

Any student who fails to appear for a written examination, practical examination, or quiz without prior approval of the course coordinator will receive NO CREDIT for that test. Examinations and quizzes will be rescheduled, for College sanctioned absences (see Undergraduate/Graduate Announcements) but only if prior approval has been obtained.

VI. MEDICAL LEAVE OF ABSENCE

A. Application for Medical Leave of Absence for Undergraduate Students

An undergraduate student in the Clinical Science degree program wishing to take a Leave of Absence must follow the procedures described in the current Ithaca College Undergraduate Catalog.

B. Application for Medical Leave of Absence for Graduate Students

1. The student informs the Chair and the Graduate Chair of the PT department concerning intent to apply for a medical leave of absence.
2. The student fills out an application for Medical Leave of Absence form that is obtained from the Health Service.

3. The student requests that his/her physician send a “detailed” letter to the Director of Health Services describing the student’s condition.
4. The Graduate Dean will be informed of the status of the application, approved or disapproved.
5. The Chair and Director/Chair of Graduate Studies outline a detailed schedule of what academic and/or clinical education courses must be completed upon the students return. Depending upon the length of the medical leave, curricular changes could occur. The student must agree in writing to follow the developed schedule and complete any other requirements which may have been added to the curriculum during their absence.
6. Based upon advice from the faculty, the Chair and Director/Chair of Graduate Studies may require remediation upon the students’ return.
7. The three-year completion from date of matriculation in the graduate year remains in affect during the medical leave of absence.
8. For re-entry to the program the student must inform the Chair and Director/Chair of Graduate Studies in writing of their impending return. Appropriate documents, which is determined by the Chair and Director/Chair of Graduate Studies, must be submitted establishing the students ability to continue with both academic and clinical education activities. The student agrees to release the necessary information required to make this decision.

VII. DEFERRAL OF GRADUATE STUDIES

A student who chooses to defer admission to the graduate portion of the curriculum must inform the Chair and the Graduate Chair in writing, as soon as this decision is made. Students who choose to re-enter the program after deferral must indicate this intent in writing to the Graduate Chair (with a copy to the Chair) no later than March 1 of the year in which the student intends to return to the program. Please note that deferring admission to the graduate year does not alter the requirement that students complete the graduate program within three years of receiving their undergraduate degree in Clinical Science. Students who plan to re-enter the program following deferral must participate in the lottery for the first graduate clinical education experience (held mid-March).

Approved by Joint Faculty of the Department of Physical Therapy, October 1986. Amended by the Department Faculty, November 1997.

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