

**ITHACA COLLEGE  
DEPARTMENT OF PHYSICAL THERAPY**

**Academic Policies and Procedures for Students**

**2006-07**

**I. ADMISSIONS**

**A. Admission of Freshman Students**

Ordinarily, students are admitted into the Physical Therapy Program as first semester freshmen majoring in clinical health studies/physical therapy. Once admitted, the student will be able to matriculate through the program as long as he/she satisfies the academic requirements of the Department, School, and College.

**B. Admissions of Transfer Students**

Transfer students may enter the clinical health studies/physical therapy degree program as matriculating undergraduate students as early as the spring semester of the freshman year and as late as the summer session that begins the first professional year of courses, i.e. between the junior and senior undergraduate years. When openings exist, credentials of the applicants will be reviewed and a decision rendered.

Transfer students may be accepted directly into the professional phase of the curriculum if they have a B.S. Degree with a cumulative GPA of at least 3.0, and have completed the specified undergraduate prerequisite courses. When openings exist, credentials of the applicants will be reviewed and a decision rendered.

**C. Admission to Graduate Component**

To be eligible for admission, undergraduate matriculating students must have completed the B.S. Degree in clinical health studies (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 clinical health studies/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 notes of these conversations will be included in the student's file that is maintained by the Department of Physical Therapy.

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 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 the Undergraduate or Graduate catalogs.

##### **1. Undergraduate Students**

Students matriculating in the clinical health studies/physical therapy major must receive at least a grade of C- in all required courses.

Matriculating students who do not have a minimum cumulative GPA of 2.80 at the completion of the spring semester of their sophomore year will be dismissed from the program.

Matriculating students must achieve a minimum GPA of at least 3.0 prior to taking the clinical health studies/physical therapy curriculum courses that are at the graduate level (level 5 or higher) which begin at the professional phase of the curriculum. Therefore, students, entering as clinical health studies/physical therapy majors as freshmen, would need a 3.0 GPA by the end of their junior year in order to continue in the program.

Once the professional phase of the curriculum has been reached, matriculating students must maintain a minimum 3.0 GPA to avoid academic warning or dismissal.

##### **2. Graduate Students**

Students are expected to enter the graduate physical therapy program (i.e. second professional year of the clinical health studies/physical therapy major) in the fall semester immediately following the awarding of the B.S. degree in Clinical Health Studies.

Graduate students must maintain a minimum GPA of 3.00 through each semester/academic block to avoid Academic Warning and must have a cumulative GPA of 3.00 to graduate.

During the final two graduate years of the program, any student receiving more than 6 credits of C (C+, C, C-), or U or F, in a required course, will be subject to dismissal from the physical therapy program and may not reenter the program. No grades of D are awarded for graduate level courses. Students must earn a satisfactory rating in all courses, including Clinical Education courses, before the degree will be awarded and certification granted for licensing.

Candidates for a Doctor of Physical Therapy Degree must complete the graduate program within four (4) years of their matriculation date into the graduate program.

#### **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. Matriculating undergraduate students must complete a minor in a field of their choice as part of their undergraduate degree in clinical health studies.

Candidates for a Doctor of Physical Therapy Degree are required to meet all requirements for graduation within four years of their matriculation date as a graduate student into the second professional year of program.

#### **IV. ACADEMIC REGULATIONS**

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

##### **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 health studies/physical therapy program. 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 health studies/physical therapy major will be placed on academic warning within the Department of Physical Therapy for the following semester if he/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. fails to remove an incomplete grade in the time allotted, or
- d. fails, drops, or withdraws from a clinical education course, or
- e. receives less than a 3.0 GPA during a semester taking required graduate (level 5 or higher) courses, or
- f. fails to complete the requirements for General Education and a minor prior to taking the clinical health studies/physical therapy curriculum courses that are at the graduate level (level 5 or higher) in the first professional year of the clinical health studies/physical therapy curriculum. For matriculating students entering as freshman, this requirement must be met by the end of the junior year.

##### **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 or academic block is 3.00 or greater
- b. The student's graduate cumulative GPA 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. complete an equivalent clinical education course and receive a grade of pass or S
- b. perform remedial work under the supervision of one or more faculty members
- c. satisfactorily complete the course Independent Clinical Study

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

### **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 from Ithaca College in accordance with College policy. To be eligible for readmission, the student will have to fulfill certain conditions prescribed by the Department of Physical Therapy at the time of suspension.

### **C. Dismissal from the Program**

#### **1. Undergraduate Students**

A matriculating undergraduate student is subject to dismissal from the clinical health studies/physical therapy major 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 2.80 cumulative GPA at the end of the sophomore year (i.e. after the 54 undergraduate credits in the required curriculum), or
- d. has less than a 3.0 cumulative GPA at the end of the senior year (i.e. after 120 undergraduate credits in the required curriculum), or
- e. 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
- f. 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 or clinical education course prerequisite, or
- g. fails, drops, withdraws or receives a U from any two required courses, including clinical education courses or

- h. 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/she:

- a. receives more than 6 credits of C (C-, C, C+) during the graduate years, or
- b. receives a grade of F for any course in the graduate years (excluding clinical education courses), or
- c. remains on academic warning for any two consecutive semesters or 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 Department of Physical Therapy 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 Undergraduate catalog. Failure to comply with this regulation will result in the student being placed on academic warning for the following semester or dismissal from the program for students who were on warning at the time the incomplete was recorded.

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

All undergraduate students must complete any required physical therapy professional level course(s) (these are courses with the 670 course prefix) 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 these 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, suspension, 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 semester or academic 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 faculty of the Department of Physical Therapy to waive a Departmental academic policy. Information for filing a petition can be obtained from the Department office or the academic advisor.

**VI. MEDICAL LEAVE OF ABSENCE**

**A. Application for Medical Leave of Absence for Undergraduate Students**

An undergraduate student in the Clinical Health Studies 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 Chair of Graduate Studies of the Department of Physical Therapy 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 the Chair of Graduate Studies of the Department of Physical Therapy outline a detailed schedule of what courses and/or clinical affiliations 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 Physical Therapy Department Chair and Director/Chair of Graduate Studies may require remediation upon the students’ return.
7. The four-year completion from date of matriculation in the first graduate year remains in effect during the medical leave of absence.
8. For re-entry to the program, the student must inform the Chair, and the Chair of Graduate Studies of the Department of Physical Therapy in writing of their impending return. Appropriate documents, which are determined by the Chair and Director/Chair of Graduate Studies, must be submitted establishing the student’s ability to continue with both academic and clinical affiliation activities. The student must agree 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 Director/Chair of Graduate Studies of the Department of Physical Therapy 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 Chair and the Director/Chair of Graduate Studies of the Department of Physical Therapy 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 four academic years of receiving their undergraduate degree in Clinical Health Studies. Students who plan to re-enter the program following deferral will participate in a site selection lottery or be placed in suitable clinical education sites at the discretion of the Department of Physical Therapy Director of Clinical Education.

Approved by the Faculty of the Department of Physical Therapy, October 1986. Amended by the Department Faculty, November 1997, and November 2005.

*Revised: 6/87, 6/92, 6/93, 4/94, 6/94, 4/95, 11/96, 11/97, 5/98, 5/99, 6/00, 5/01, 6/02, 5/03, 6/04, 12/05*