



Southern Illinois  
University  
Carbondale

Occupational Therapy Doctoral Program

Program Policies

Updated: January, 2024



Southern Illinois  
University  
Carbondale

OTD Program Administrative Policies  
and Procedures

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## Program Administrative Policies – Occupational Therapy Doctorate Program Program Administrative Responsibilities

In accordance with the Accreditation Council for Occupational Therapy Education (ACOTE) Standard A. 1.4, the occupational therapy doctorate program assumes primary responsibility for appointment of faculty, admission of students, and curriculum planning for the occupational therapy doctorate program, located on the Southern Illinois University Carbondale campus. The program is responsible for course content, satisfactory completion of the educational program, and granting of the degree in accordance with university policy. The occupational therapy doctorate program at Southern Illinois University is responsible for the coordination of classroom teaching, supervised fieldwork, and doctoral capstone practices and for providing assurance that the practice activities assigned to students in a fieldwork setting and doctoral capstone experience(s) are appropriate to the program and are in accordance with policies and procedures outlined in both the fieldwork and doctoral capstone manuals.

### Procedure

The occupational therapy doctorate program director, under the supervision of the school director, School of Health Sciences is responsible for overseeing of program level processes associated with the appointment of faculty, per university policy; admission of students in collaboration with graduate school admissions department, and curriculum planning in cooperation with program faculty for the occupational therapy program, located on the Southern Illinois University Carbondale campus. The program director in collaboration with program faculty is responsible for course content with oversight of the university curriculum committee; satisfactory completion of the educational program and submitting of all necessary documentation to the school Director, and Graduate School representative is the responsibility of the program director, in preparation for granting of degrees by the graduate school in accordance with university policy.

## Program Administrative Policies – Occupational Therapy Doctorate Program Notification Requirements

In accordance with ACOTE standard A.1.5 The program will:

Inform ACOTE of the transfer of program sponsorship or change of the institution's name within 30 days of the transfer or change.

Inform ACOTE within 30 days of the date of notification of any adverse accreditation action taken to change the sponsoring institution's accreditation status to probation or withdrawal of accreditation.

Notify and receive ACOTE approval for any significant program changes prior to the admission of students into the new/changed program.

Inform ACOTE (Accreditation Council for Occupational Therapy Education) within 30 days of the program director's resignation or appointment of a new or interim program director.

Pay accreditation fees within 90 days of the invoice date.

Submit a Report of Self-Study and other required reports (e.g., Interim Report, Plan of Correction, Progress Report) within the time designated by ACOTE. All reports must be complete and contain all the requested information.

Agree to a site visit date before the end of the period for which accreditation was previously awarded.

Demonstrate honesty and integrity in all interactions with ACOTE.

Comply with the current requirements of all ACOTE policy.

### **Procedure:**

The occupational therapy program director is responsible for notifying ACOTE of changes within the program; and managing and notifying the school director of all ACOTE communications. Payment of all fees is directed through the school director, for approval, with processing of payment occurring through the office of the School of Health Sciences.

## **Program Admission Policy**

### **Admission to the Program**

#### I. Purpose:

The Occupational Therapy Doctorate (OTD) program accepts a limited number of applicants and is based on a competitive admissions process. Applicants must complete all steps in the application process to be considered for admission. A competitive admission process allows for the admission of students who meet the requirements for successful completion of the

program and entry into the profession. The Occupational Therapy Doctorate (OTD) program accepts students beginning the course sequence each fall semester.

## II. Procedure:

Applicants admitted to the OTD program will be granted admittance into Southern Illinois University, Carbondale (SIUC) as a graduate student.

**The occupational therapy doctorate program at SIUC does not accept transfer credits, experiential learning credit, or advance placement credits toward fulfillment of graduate level coursework required to complete the OTD degree.**

The minimum admission guidelines for the Occupational Therapy Doctorate (OTD) Degree program mirror those of the Graduate School at SIUC, with guidelines set specific to the OTD program to include:

- Applicants will possess a minimum of a baccalaureate degree, in any major, from a regionally accredited college or university.
- Possess a minimum overall grade point average of 3.00 on a 4.0 scale.
- Submit, along with their application, official transcripts for all attended institutions • Provide three satisfactory professional recommendation letters from:
  - A supervisor of employment, volunteer service or observation experience
  - A professor or teacher, a healthcare provider, or an academic advisor
  - A person of your choosing who can address your potential for academic success in graduate school
- Completion and submission of an application for enrollment into the Occupational Therapy Doctorate (OTD) program
  - Demonstration of college level writing abilities (written essay) as prompted within the personal statement portion of the application
  - Professional Resume included within the application
  - GRE not required to apply to the program.
- Complete prerequisite courses with a grade of C or better, prior to the start of the program, to include:
  - General course in social/behavioral science. Example: General Psychology, Cultural Anthropology, Sociology, or Social Psychology
  - Abnormal Psychology or Psychopathology
  - Human Growth and Development. Example: Developmental Psychology, Child Development, Adolescent Development, Adult Development, Aging, or Lifespan Development
  - Anatomy - If a two-part series, both courses must be completed to fulfill the Anatomy requirement
  - Physiology 200 Level or above
  - Social Science or Business Statistics

- If applicant's native language is not English, Test of English as a Foreign Language (TOEFL) score requirements will follow the requirements set forth by the SIUC Graduate School.

### III. Admission Decisions

Students are admitted to the program by the Admissions Committee.

- Applicants will be evaluated based upon a rank ordering of applications that meet minimum criteria for admission to include:
  - Cumulative GPA
  - Top three reference ratings
- Applicants that rank in the top percentage of applications received will be invited for an interview with program faculty.
- Scores from interviews are calculated and added to the criteria, and reviewed by the Admissions Committee rendering admissions decisions to Admit, (full acceptance; conditional acceptance, conditional based on successfully completing specific admissions criteria); Waitlist and Deny (denial due to failure to meet criteria for admission; or denial due to waitlist at capacity).
- **Students will be notified of their application status and informed of an admission decision by an admission processing representative.**

Southern Illinois University

# Student Academic Policies

Occupational Therapy Doctorate Program

Updated January 2024



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### Academic Advising

#### I. Purpose:

To provide students within the occupational therapy doctorate program, a single point of contact for academic guidance and general assistance specific to students' performance in the program.

#### II. Definitions:

## Academic Advising

The process of faculty and student review of student progress in the program, proposed course of study and other relevant academic issues associated with students' experience in the program.

### III. Procedure:

#### Program Responsibilities:

- Upon admission, each student is assigned an academic faculty advisor, appointed by the program.

#### Student Responsibilities:

- Students are expected to make an appointment with their advisor at least one time during the semester.
- Students should plan to see their advisor during posted office hours or by appointment.
- Students are encouraged, if experiencing academic difficulties, to initiate meetings with their advisor at any time to discuss academic progress.
- Students are responsible for keeping their advisor apprised of any information relevant to their academic progress in the program.

#### Academic Faculty Advisors:

I. All academic faculty advisors have designated office hours each term.

II. All academic faculty advisors have e-mail and voicemail to facilitate communication with the student advisees.

## Academic Grievance

### I. Purpose:

A student may file a complaint regarding a grade received. The student should follow the protocol outlined in Student Academic Grievance Procedures for the College of Health and Human Sciences. Grades given at the end of a course are final and may not be changed by additional work or by submitting additional material.

### II. Procedure:

A matter related to academic evaluation is the responsibility of the school responsible for the program in which it occurs and the office of the Dean of the College of Health and Human Sciences. Every effort should be made to resolve such academic evaluation problems quickly and at the program level where they occur prior to School Director involvement.

Grades may be appealed only on procedural grounds and not on substantive grounds. Grades may not be appealed beyond the level of the Dean.

Matters pertaining to evaluation of a course in which the student is or has been registered that are not resolved between the persons directly involved will be adjudicated in the following manner:

1. At student who has reason to be aggrieved will file the complaint in writing with the school Director responsible for the program in which the incident occurs.
  - a. The complaint must be presented in sufficient detail that a proper response may be made.
  - b. The complaint must be received by the school Director within 30 working days of the occurrence of the incident.
2. The school Director will submit a copy of the complaint to the other party named in the complaint within three working days.
3. The other party will respond in writing to the complaint to the School Director within 15 working days of receipt of the copy of the complaint.
4. The School Director will, within seven working days of receipt of the response to the complaint, transmit a written decision in the matter to both parties along with notification of appellate procedures. A copy of the response to the complaint will also be sent to the Dean of the College of Health and Human Sciences. Failure of either party to respond through the appropriate channels within 15 working days will be interpreted as acceptance of the decision and its implementation by the appropriate office.
5. Should either party be unwilling to accept the decision of the School Director, an appeal may be made to the Dean of the College of Health and Human Sciences. Such appeal must be submitted in writing within 15 working days of the receipt of the decision by the School Director. The appeal must specify:
  - a. The original complaint;
  - b. The grounds for the appeal;
  - c. Recommendation(s) for resolution of the complaint.
6. The appellant, after consultation with the Dean of the College of Health and Human Sciences, will select one of the following procedures for adjudication:
  - a. Administrative: The Dean of the College of Health and Human Sciences will review the matter with each of the parties involved and render a decision in writing within 30 working days of the review.
  - b. Panel: The Dean of the College of Health and Human Sciences will appoint a panel consisting of three faculty members with no administrative appointment and three students to review the matter and render a decision within 30 working days of the review. Written records

of the review proceedings will be placed in the Dean's office in the College of Health and Human Sciences.

7. When a decision is reached by one of the above methods, the Dean of the College of Health and Human Sciences will notify each of the parties of the decision in writing. A copy of the decision will be filed with the Dean's office in the College of Health and Human Sciences. An information copy will also be sent to the Dean of the Graduate School if the matter involves a graduate student. There is no appeal for grades above the level of the College Dean.

## Academic Progression, Probation/Suspension, Requirements for Graduation and Professional Credentialing

### I. Purpose:

A student must be informed of the process for academic progression, and probation, the requirements for graduation from the program, and certification, and credentialing requirements of the profession, upon completion of the program.

### II. Definition:

Probation: Graduate student whose cumulative grade point average falls below 3.00.

Suspension: Failure to meet the requirements of conditional or probational status.

### III. Procedure:

#### Academic Progression:

Students must earn a minimum grade of a B to pass a course within the occupational therapy doctorate program. The Graduate School allows all grades C- and above to count toward the degree, however, a program can require higher grades than the Graduate School minimum.

A student may continue in the program by maintaining a cumulative GPA of 3.0.

A student may only drop below a semester GPA of 3.0 one time while enrolled in the program. A graduate student whose grade point average remains below 3.0 for two consecutive semesters in which she or he is enrolled, will be permanently suspended from Graduate School.

#### Retention and Probation:

Any graduate student whose cumulative grade point average falls below 3.00 will be placed on academic probation. Grade point averages for doctoral students are based on graduate credit work completed at Southern Illinois University after admission to the doctoral program. A graduate student on academic probation whose grade point average remains below 3.0 for two consecutive semesters in which she or he is enrolled, will be permanently suspended from Graduate School. Graduate students who have a grade (or grades) converted from an INC to an F due to the INC grade policy which results in a retroactive change in GPA below 3.0 for the

semester the course was taken, and any subsequent semesters, will be placed on Retroactive Academic Probation. The term Retroactive Academic Probation will appear on the students' transcripts to show that they were not in good standing in the Graduate School during the semester(s) affected.

Doctoral students in the program must receive a grade of "B" or above to pass a course. It is anticipated that students in the Occupational Therapy Doctorate program will attain the necessary knowledge and skills required to receive grades of "A" or "B" in all courses. A final grade of "C," "D" or "F" in a required course while enrolled in the OTD program will result in a student having to re-take the course at the next scheduled offering of the course, which may result in the student needing to take a leave of absence, until the course is offered again.

Courses in the program are offered once in an academic year. While the Graduate School does not have a limit on the number of times that a student can take a course to try to earn a higher grade, a program can make a restriction that is more rigorous than the Graduate School.

Repeating of a course follows the Graduate School, School of Health Sciences, College of Health and Human Sciences policy for repeating a course, requiring the completion of the graduate student course repeat request form. Grades of "C" "D" "F" or No-pass (NP) may be repeated only ONCE. Courses taken as P/NP credit must score a grade of "B" or higher for a P grade. While taking these repeated courses. If a student does not earn a B or higher after repeating a course, they will be dismissed from the program. A student may appeal for a final grade according to University Policy. A student may appeal a decision for dismissal according to University and College Policy.

#### Requirements for Graduation:

Students in good standing in the Occupational Therapy Doctorate program at the time of graduation must complete all coursework requirements for the entry-level occupational therapy doctorate degree, with a grade of B or better in all coursework, and a minimum cumulative GPA of 3.0, Students must successful complete two 12-week supervised Level II Fieldwork placements and all requirements for the individual Doctoral Capstone Experience and Doctoral Capstone Project; having successful completed all degree requirements within 5 years of matriculation.

The OTD program does not consider credit from previous coursework or work experience applicable toward degree completion.

#### Professional Credentialing: NBCOT Certification:

The OTD program must be granted candidacy status, have a pre-accreditation review, complete an on-site evaluation, and be granted accreditation for students to be eligible to sit for the National Board for Certification in Occupational Therapy, (NBCOT) Certification Examination. After successful completion of this exam, the individual will be an Occupational Therapist,

Registered (OTR). The examination is administered by the National Board Certification in Occupational Therapy (NBCOT), located at the One Bank Street Gaithersburg MD, 20878, NBCOT's phone number is (301) 990- 7979, web address is [www.nbcot.org](http://www.nbcot.org). NBCOT Eligibility: A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. For students with a concern, NBCOT can be contacted directly for information related to the Early Determination and Character Review process for approval to take the NBCOT certification examination.

## Admission to the Program

### I. Purpose:

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### II. Procedure:

Applicants admitted to the OTD program will be granted admittance into Southern Illinois University, Carbondale (SIUC) as a graduate student.

The occupational therapy doctorate program at SIUC does not accept transfer credits, experiential learning credit, or advance placement credits toward fulfillment of graduate level coursework required to complete the OTD degree.

The minimum admission guidelines for the Occupational Therapy Doctorate (OTD) Degree program mirror those of the Graduate School at SIUC, with guidelines set specific to the OTD program to include:

- Applicants will possess a minimum of a baccalaureate degree, in any major, from a regionally accredited college or university
- Possess a minimum overall grade point average of 3.00 on a 4.0 scale
- Submit, along with their application, official transcripts for all attended institutions
- Provide three satisfactory professional recommendation letters from:
  - A supervisor of employment, volunteer service or observation experience
  - A professor or teacher, a healthcare provider, or an academic advisor
  - A person of your choosing who can address your potential for academic success in graduate school
- Completion and submission of an application for enrollment into the Occupational Therapy Doctorate (OTD) program
  - Demonstration of college level writing abilities (written essay) as prompted within the personal statement portion of the application
  - Professional Resume included within the application
- GRE not required to apply to the program.

- Complete prerequisite courses with a grade of C or better, prior to the start of the program, to include:
  - General course in social/behavioral science. Example: General Psychology, Cultural Anthropology, Sociology, or Social Psychology
  - Abnormal Psychology or Psychopathology
  - Human Growth and Development. Example: Developmental Psychology, Child Development, Adolescent Development, Adult Development, Aging, or Lifespan Development
  - Anatomy - If a two-part series, both courses must be completed to fulfill the Anatomy requirement
  - Physiology 200 Level or above
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- If Applicant's native language is not English, Test of English as a Foreign Language (TOEFL) score requirements will follow the requirements set forth by the SIUC Graduate School.

### III. Admission Decisions

Students are admitted to the program by the Admissions Committee.

- Applicants will be evaluated based upon a rank ordering of applications that meet minimum criteria for admission to include:
  - Cumulative GPA
  - Top three reference ratings
- Applicants that rank in the top percentage of applications received will be invited for an interview with program faculty.
- Scores from interviews are calculated and added to the criteria, and reviewed by the Admissions Committee rendering admissions decisions to Admit, (full acceptance; conditional acceptance, conditional based on successfully completing specific admissions criteria); Waitlist and Deny (denial due to failure to meet criteria for admission; or denial due to waitlist at capacity).
- Students will be notified of their application status and informed of an admission decision by an admission processing representative.

### Attendance

#### I. Purpose:

Students are expected to attend classes, with a recognition that circumstances may require the student to be absent.

A sound base of knowledge, competencies, and skills are required for effective practice in

occupational therapy. A student in the OTD program is attending class for the purpose of preparing to assume the roles and responsibilities of an entry-level occupational therapist upon graduation. Absence from class decreases a student's ability to learn the skills necessary to practice as an entry-level professional. When a student is absent from class, the absence affects not only their ability to learn and practice new skills; but also affects others ability to learn and practice new skills, placing emphasis on the necessity for student attendance in both virtual and on-campus instruction.

## II. Procedure:

If late for class:

- If known in advance, the student should notify the instructor before class.
- Arriving late, the student waits until a break to enter the class so as not to disturb others.
- Students who are late for a class for the first time will be given a written warning by university e-mail.
- Students who are late for the same class a second time will have a 5% reduction of their overall course grade.
- Students who are late for the same class a third time will have a 10% reduction of their overall course grade.
- Students who are late for the same class a fourth time will not receive a passing grade for the course.

If absent from class:

- If known in advance, the student should notify the instructor before class.
- In case of an emergency, the students should notify the instructor of the reason for the absence as soon as possible.

The student is responsible for obtaining all information missed as a result of absence from class. Students attending less than 85% of all on-campus class sessions scheduled for a course may potentially result in a failing grade in the course. Two unexcused absences from on-campus sessions within a course will result in failing of the course in which the absences occur; deviations from this policy are at the discretion of the instructor.

Students must demonstrate evidence of attendance/participation online, based on submission of gradable assignments, assessments, exams, or weekly discussion threads. Students are reflected as 'in attendance' for the online portion of a hybrid blended learning course when these items are posted within the D2L Learning Management System. More than 14 consecutive days without evidence of participation online may result in a failing grade for the course; deviations from this policy are at the discretion of the instructor.



## Course Assignments, Examinations and Quizzes

### I. Purpose:

OTD students will participate in regularly scheduled assignments, and evaluations/quizzes to ensure the measurement of knowledge, skills, and attitudes consistent with the development of competency as a generalist in entry level practice in occupational therapy.

Students are expected to turn in assignments on scheduled due dates and take examinations/quizzes at the scheduled time.

### II. Procedure:

The due dates for assignments are listed in the syllabus and/or identified by the course instructor. Assignments turned in after the assigned due date are considered late. Students will be allowed only one late assignment submission per course and that late assignment will be penalized by a 5% deduction in points. No other late assignment submissions will be accepted with no exceptions.

Make-up examinations/quizzes will only be scheduled for extenuating circumstances. If an extenuating circumstance prevents the student from taking the examination/quiz on the scheduled day at the scheduled time, the student may request an alternate examination/quiz date in writing, a description of the reason why the examination/quiz must be missed at the scheduled time to the course instructor.

The student will be notified in writing if an exception is to be made and under what conditions/penalties an alternate examination/quiz will be given. Students are encouraged to submit requests as soon as they are aware of the circumstance leading to the request for a make-up examination.

## Dismissal from the Program

### I. Purpose:

A student must be informed of the process for dismissal from the program.

### II. Procedure:

#### Academic Performance

The program follows university procedures as outlined in the Program policy for Academic Progression/Suspension, Requirements for Graduation and Professional Credentialing.

Students must maintain a cumulative 3.0 Grade Point Average to graduate from the program.

### Non-Academic Performance:

- The Occupational Therapy Program faculty addresses non-academic issues during regularly scheduled reviews of student progress conducted as part of program level faculty meetings.
- Potential issues are discussed as soon as possible during the scheduled review of student's progress session at program faculty meetings.
- A faculty advisor will initiate discussion with the student. Potential issues are addressed as soon as possible with the student.
- A remediation plan is developed and includes a timeline for student response.
- On rare occasions it may be necessary to dismiss a student from the program for non-academic performance; prior to a decision to dismiss the student based on non-academic performance, there will be an extensive review of the remediation plan and student response.
- Students have the option to appeal a dismissal decision in accordance with university policy.

### Emergency Preparedness and Evacuation

#### I. Purpose:

To ensure student, faculty, and staff safety in the case of an emergency

#### BUILDING EMERGENCY RESPONSE TEAM (B.E.R.T)

The College of Health and Human Sciences, in conjunction with the Department of Safety and the Center of Environmental Health and Safety has developed an emergency plan for various types of emergencies that might affect students, faculty, and staff in the CHHS building, Quigley Hall, and Transportation Education Center.

#### II. Procedure:

Signs at each entrance/exit to the ASA building indicate the location of the "Storm Safe" areas within the building and designated assembly areas outside of the building.

Instructions on how to deal with emergencies such as Fire, Storm, Bomb Threat, and Chemical Spill are included on these signs and are available on the university website at <https://emergency.siu.edu/check/> It is important that all occupants of the building familiarize themselves with these procedures.

Detailed information on emergency preparedness is available on the university website at <https://emergency.siu.edu/about-alerts.php>

Contact information: Emergency Preparedness

Department of Public Safety Phone: 618-453-3771

1175 South Washington  
St. Trueblood Hall, MC 6723  
Carbondale, IL 62901

## Inclement Weather - Campus Closure

### I. Purpose:

To ensure students accurate and timely information regarding emergency notifications. The OTD program follows the Southern Illinois University (SIU) campus closure policy. <https://policies.siu.edu/personnel-policies/chapter7/>

Southern Illinois University will normally remain open as scheduled regardless of weather conditions. However, should generally prevailing hazardous ice and snow conditions dictate that school will be closed for the day, or part of the day, area TV and radio stations will be notified. Even though the college may be open in full or in part, students should not endanger their lives or safety by attempting to reach campus when their local road conditions prohibit safe travel.

### II. Procedure:

Students must ensure the university has the accurate cell phone number in order to receive emergency text alerts.

Decisions to close any or all parts of the Southern Illinois University campus, cancel classes, or issue a university weather advisory are made at the chancellor level. Please refer to the official university policy in the event of such action. <https://policies.siu.edu/personnel-policies/chapter7/admclos.php> .

If the inclement weather occurs during the time that the student is scheduled to be at a clinical site, the student MUST call the clinical site and the Academic Fieldwork Coordinator at least one hour prior to their scheduled arrival time if they will be unable to attend.

Students are responsible for any academic work which is missed due to absences caused by severe weather conditions, and it is the individual student's responsibility to take the initiative to make up work.

## Laboratory and Classroom Policies

### I. Purpose:

Laboratory and classroom protocols are in place to ensure the safety of students and the protection of equipment and supplies.

### II. Procedure:

Laboratory space and equipment must be maintained during and after use, remaining clean, neat, and suitable for regularly scheduled classes.

Because of the timing of classes, food and drink is permissible in the classroom and lab space. However, course Instructors and the Program Director have the right to revoke this privilege at any time.

Each student is responsible for keeping the classroom/laboratory in proper order. The area must be in order BEFORE students leave the room.

Each student is responsible for cleaning their immediate area and helping to maintain a safe, clutter-free environment.

All equipment, models, texts, etc., must be used appropriately and returned to its proper place.

Used laundry must be placed in the appropriate bin after use. Mats/tables should be wiped down after each use. Please no shoes on the mats/tables.

Place all waste in appropriate containers.

As a student, you may be called upon to be a subject or patient simulator in lab or while in clinical experiences. Many of our courses require student to student and instructor to student physical contact. If the student is unable to participate, please contact the instructor immediately.

After Hour Access:

Supervised open lab time will be available in the laboratory as the schedule permits. It is strongly recommended that students attend open lab sessions in order to practice skills.

For after-hours access to the Labs during weekend on-campus sessions, a student must receive a pass to have access to the area. This requires prior approval from the instructor, and completion of a request for after-hours access.

Students need to notify appropriate faculty that they are requesting after-hour access and make arrangements for access to the specific area only after appropriate personnel are made available to oversee the visit, as deemed appropriate for the situation.

For safety reasons while practicing skills in the laboratory, three people should be present in the room. This would allow for safe coverage in emergency situations.

When given after-hour access, students are required to provide a valid student photo ID while having access to the restricted area which is held for the duration of use of the restricted area.

Check with program faculty to determine the hours when the lab is free for the students to use as individuals or in small groups. Students cannot, at any time, bring friends or family into the classroom or lab without permission from faculty in advance

Emergency notifications are issued upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees

Procedure for accessing emergency notifications

To get email alerts, you must claim (and check) your @siu.edu email account.

Alerts to other email addresses and text messages

To receive alerts via text message or at a non-siu.edu email address, you must make sure your information is in the system

Students:

If you are a new student, you have to first claim your @siu.edu email address. Once you do that, you can add a phone number for text messages, etc.

Faculty and Staff

To receive alerts by text message you must maintain a valid cell phone number at hrss.siu.edu

**BUILDING EMERGENCY RESPONSE TEAM (B.E.R.T)**

The College of Health and Human Sciences, in conjunction with the Department of Safety and the Center of Environmental Health and Safety has developed an emergency plan for various types of emergencies that might affect students, faculty, and staff in the CHHS building, Quigley Hall, and Transportation Education Center.

Procedure:

Signs at each entrance/exit to the ASA building indicate the location of the "Storm Safe" areas within the building and designated assembly areas outside of the building.

Instructions on how to deal with emergencies such as Fire, Storm, Bomb Threat, and Chemical Spill are included on these signs and are available on the university website at <https://emergency.siu.edu/check/> It is important that all occupants of the building familiarize themselves with these procedures.

Detailed information on emergency preparedness is available on the university website at <https://emergency.siu.edu/about-alerts.php>

Contact information: Emergency Preparedness

Department of Public Safety Phone: 618-453-3771

1175 South Washington St., Trueblood Hall, MC 6723, Carbondale, IL 62901

## Safety Procedures and Infection Control

### I. Purpose:

Students in the OTD program are expected to follow safety procedures and infection control measures ensuring their personal safety and the safety of others. Safety includes following universal precautions, infection control, and HIPPA regulations for experiences resulting in contact with clients. Students are expected to follow safety procedures and infection control measures to ensure their personal safety and the safety of others including universal precautions, infection control, and HIPPA regulations.

### II. Procedure:

#### Laboratory Classroom:

I. A first aid kit is located in (ASA 61) the occupational therapy laboratory classroom. The kit is available for immediate response to minor injuries, such as minor cut and scratches. Minor injuries that require first aid should always be reported to the instructor.

II. After using any of the supplies from the first aid kit, it is the responsibility of the user to document the date of incident and note any supplies taken from the first aid kit on the chart located in the cabinet where the first aid kit is stored; and to inform your instructor or administrative support personnel in the School of Health Sciences to ensure replacement of supplies within the kit.

#### Infection Control:

I. The Center for Disease Control has issued the following recommendations for control of Influenza ([www.cdc.gov/flu](http://www.cdc.gov/flu)). Those with flu-like illness should stay away from classes and limit interactions with other people (called “self-isolation”), except to seek medical care, for at least 24 hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines. Some people with influenza will not have a fever; therefore, absence of fever does not mean absence of infection. They should stay away from others during this time period even if they are taking antiviral drugs for treatment of the flu.

The university policy on face masks and social distancing is consistent with the guidance from the Center for Disease Control and Prevention and the Illinois Department of Public Health. Information is available on the SIUC COVID website at <https://siu.edu/coronavirus>

II. Students are advised that the best defense against any virus or bacteria is proper hand washing. As required in any health care setting, while on campus, students should wash their hands before and after they provide any treatment or intervention in a laboratory situation.

Antibacterial hand sanitizers are available in the occupational therapy laboratory classroom.

## Handwashing Protocol:

### I. Hands should be washed

- 1) Immediately after unprotected contact with blood or other bodily fluids
- 2) Immediately after unprotected contact with a contaminated item or surface
- 3) Before and after contact with another person
- 4) After touching your eyes, nose, mouth, or face
- 5) After coughing, sneezing, or tissues use
- 6) After toileting.

Gloves are available in the occupational therapy laboratory classroom.

### II. Hand washing procedures:

- 1) Turn on water and wet hands. Wet your hands with clean, running water (warm or cold) and apply soap.
- 2) Use liquid soap (when possible) and rub hands together for at least 20 seconds
- 3) Rinse hands thoroughly under running water 4) Dry hands thoroughly with a dry paper towel
- 5) Turn off water with a used paper towel
- 6) Discard paper towel in the wastebasket. 26 Biohazardous Exposure:

III. Students are informed of current OSHA and CDC exposure policies and practices (to include blood borne pathogens) during classroom training.

Personal protective gear (gloves, gowns, eye wear, face masks and caps) are available in the occupational therapy laboratory cabinet identified with a highly visible label.

In the event of an emergency where exposure to bodily fluid or other biohazards is possible, the protective gear must be donned prior to intervening or cleaning the area. NEVER touch bodily fluid or biohazard material without protective gear.

## Professional Conduct

### I. Purpose:

To promote and maintain professional standards of behavior in accordance with the American Occupational Therapy Association's Code of Ethics.

### II. Definition(s):

American Occupational Therapy Association's Code of Ethics (2020).

“The 2020 Occupational Therapy Code of Ethics (the Code) of the American Occupational Therapy Association (AOTA) is designed to reflect the dynamic nature of the occupational therapy profession, the evolving health care environment, and emerging technologies that can present potential ethical concerns in practice, research, education, and policy.” (AOTA, 2020. P.1). Reference: American Journal of Occupational Therapy, December 2020, Vol. 74, 7413410005. <https://doi.org/10.5014/ajot.2020.74S3006>

Every OTD student is a representative of SIUC and is responsible for adhering to the policies of the Graduate School, School of Health Sciences, College of Health and Human Sciences (graduate programs) and the Occupational Therapy Doctorate Program. Students in the program will adhere to the Occupational Therapy Code of Ethics. Each student is also to adhere to the Occupational Therapy Practice Act (or the equivalent document for the state of clinical placement).

It is vital to be supportive of fellow classmates and encourage class participation. Negative behaviors directed at the instructors or fellow students will not be tolerated. Students may be removed from class for exhibiting behavior which interferes with the educational process. Students who are removed from class will sacrifice all work done after their departure. Plagiarism, cheating, and other forms of dishonesty are prohibited. Students who are guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed, the instructor retains the authority to assign and “F” or a zero (0) for the exercise, exam, or entire courses. Cheating includes but is not limited to:

- Plagiarism
- Copying off someone else’s examination/test
- Cueing of a classmate during examinations, including laboratory testing
- Obtaining copies of exams without Instructor permission
- Using unauthorized data, notes, or equipment during an exam
- Copying assignments from a classmate or graduate
- Knowingly and intentionally assisting another student in any of the above

#### Conduct and Professionalism

Students enrolled in the OTD program are expected to maintain a high standard of professionalism at all times in the classroom, lab, and during clinical placements.

- a. Classroom courtesy is to be evident at all times and includes respect for the instructor and fellow classmates
- b. Students should avoid student-to-student conversations and disturbing activities during lectures.



## Student Withdrawal and Leave of Absence

### I. Purpose:

To ensure successful completion of coursework in a sequential order. Withdrawal from a course may result in a withdrawal or leave of absence from the program due to the arrangement of courses sequenced by term. Students may only withdraw from a course once.

### II. Definitions:

#### Withdrawal from the Program:

Student withdrawals from classes or the student decides not to enroll in classes for a semester, and does not plan to enroll again, is considered a permanent withdrawal from the program.

#### Leave of Absence:

Student withdrawals from classes or student decides not to enroll in classes for a semester, but plans to enroll again in the future, is considered a leave of absence.

### WITHDRAWAL FROM COURSES

Graduate students contemplating withdrawal should instead contact their academic advisor.

#### Dropping Courses

Students officially registered for courses must withdraw formally. They must process an official withdrawal form. Refer to the Graduate School for specific deadline dates.

#### Withdrawal from the University

Graduate students may request a leave of absence from their degree program for up to two semesters. Requests for leave of absence require the approval of the graduate adviser and the Director of Graduate Studies of the department.

A complete withdrawal from the University may be authorized by the graduate Dean. Students who withdraw from all classes will have a statement of withdrawal from the University entered on their records. Students who find it necessary to withdraw from the University after school has started and who are on campus should contact the student's academic advisor.

Students receiving a withdrawal from a full semester length course within the first two weeks will, under normal circumstances, receive a refund of all tuition and fees paid by the student. If the student has attended classes during the full refund period, a portion of the financial assistance funds will be returned to the original source(s). Students who withdraw after the full refund deadline will receive an account credit equal to the appropriate refund of tuition and fees. An administrative fee will be assessed to all students who withdraw from the University and receive a refund beyond the full refund period. Detailed information is available within the graduate catalog at <https://catalog.siu.edu/admissions/withdraw.php>

## Dress Code

There is no formal dress code for regular classroom lectures, however, students should avoid dressing in a manner that is distracting to the instructor or other students. Appropriate lab attire should be worn during lab courses. Specific lab attire will be addressed in the course syllabus for that course. When students are in contact with professionals outside of the OTD faculty (guest speakers), students are expected to dress professionally.

In the clinical setting, all OTD students will maintain a professional appearance and comply with the dress code of the occupational therapy department that they are assigned. OTD students will **NOT** wear shorts, jeans, hats, spandex, leggings, skirts/dresses, low cut shirts or pants, open toe shoes, high heels or any jewelry piercing that would cause a distraction to clinical staff or patients. All undergarments should remain covered at all times. Hair color should be kept to natural colors; no blue, yellow, orange, green, purple, pink, etc. Long hair should be pulled back so it does not interfere with the treatment of patients. OTD students cannot have fingernails whose length interferes with treatment. Students are expected to have no visible tattoos while in the clinic. Remember, you are a professional in the department; use good judgment with respect to other aspects of your appearance and hygiene. All clothing must be neat, clean, and well fitting.

If a student does not comply with the dress code, they will NOT complete their scheduled clinic time. If the student has to make-up clinic hours due to the dress code policy, the student will comply with the attendance policy.

## Communication/Email

Please see the University's Email Policy at <https://policies.siu.edu/policies/email.php>

All communication from faculty will come through university email or announcements within D2L. Students should have notifications turned on for both email and D2L announcements to ensure that communications are checked in a timely manner. Students are responsible for responding to communication from faculty within 48 hours with the exception of off campus weekends or campus holidays. If a student does not respond in a timely manner, (within 48 hours), it will be considered non-participation in online course components. The penalty for non-participation is a written warning by email for the first occurrence, a 1% deduction in the overall course grade for the second and any additional occurrences.

## Enhanced Advisement Policy

Upon recommendation of the Occupational Therapy faculty at admission (for example a prerequisite course taken as part of conditional acceptance is completed with less than the minimally required grade, but the GPA remains at or above the required standard) or anytime throughout the program, a student may be placed on enhanced advisement to address academic progression and/or professional progression. In addition, a student may request enhanced advisement.

### Purpose

Success throughout the program, on fieldwork, during the doctoral capstone experience, upon taking the NBCOT exam, and as a licensed occupational therapist is dependent upon one's ability to conduct themselves in a professional manner and to apply all information to efficiently analyze and prioritize options in identifying clinically relevant conclusions. To ensure that the student has every opportunity for a successful learning experience, enhanced advisement is initiated as deemed necessary or requested.

### Procedure

#### Faculty Responsibilities

- When a student is identified by a faculty member or through the admissions process, while on fieldwork or during the DCE (Doctoral Capstone Experience) experience, as being able to benefit from Enhanced Advisement, this need is brought forward to the faculty for discussion and approval.
- Faculty members who have the student in class that term, and hold the same concerns/issues, may participate in Enhanced Advisement for the term or until the concerns are resolved.
- Upon recommendation of the faculty committee, the referring faculty will contact the student and arrange an initial contact with the student and orient them to the goals of enhanced advisement.
- The faculty will identify the goals of the enhanced advisement, review with the student, and develop a tracking sheet to be completed by both the student and the faculty on a weekly basis and/or as arranged.
- During each advisement meeting the faculty will compare their observation and rating with the student's report of progress. Strategies for success will be generated, reviewed, and critiqued.

#### Student Responsibilities

- Students are expected to review the policy and make an appointment(s) with each faculty named and their academic advisor within one week of notice.

- Students should plan to meet with each faculty involved, individually, as arranged.
- Students are required to complete the associated goal sheet as directed by each professor.
- The student should be honest and reflective, open to discussion and make diligent attempts to follow strategies as discussed with faculty.
- Students are responsible for keeping all appointments and reviewing documentation with the academic advisor.
- Failure to follow the steps outlined in this policy will be considered grounds for probation or suspension.