

### III. ACADEMIC POLICIES

- A. Grading Scale: The following grading scale is used by the majority of faculty members. If a faculty member decides to use a different grading scale, the faculty will communicate the information to the students on the syllabus for the course.

A = 90-100	D = 70 - 74
B = 80 - 89	F = 0 - 69
C = 75 - 79	

B. Minimum Grade Requirements

1. The School of Physical Therapy adheres to the requirements of the Graduate School associated with minimal academic standards. Graduate students must maintain a **B average**, and no grade other than an A, B, C, or CR is accepted for credit. When a student's cumulative work falls below **3.0** (on a 4.0 scale) during any one semester or full summer session, the Graduate School automatically places the student on academic probation. Failure to restore the cumulative GPA to **3.0** or above during the next semester will result in suspension from the Graduate School and from the DPT program for a period of 6 years.
2. When a student receives a grade of **D, F, or WF**, the student will not be allowed to progress to clinical courses or to the next semester of physical therapy coursework, whichever comes first, and will be unenrolled for the next semester if preregistered. If allowed to retake a course, the student must withdraw from the program and then re-enroll for the course the next time it is offered on that campus. After reentering the program, if a grade lower than a C is made in any course, the student will not be allowed to continue in the program and will have no further appeals through the School of Physical Therapy.

- C. Grading policies for courses utilizing practical exams and/or checkouts associated with psychomotor skills as a component of the course grade.

These policies generally apply for students enrolled in PT 5811, PT 5303/5033, PT 6383, PT 6302, PT 5313, PT 6323, PT 6363, PT 5402, PT 6343, PT 6373, PT 6122, PT 6353, PT 6002 and PT 6161. If a faculty member has a different grading policy for practical exams or checkouts, the faculty member will inform the students on the syllabus.

1. The course instructor will designate specific graded tests of psychomotor performance as practical exams. These tests/practical examinations may include cognitive and affective behaviors, in order to demonstrate clinical skills, clinical integration, and problem solving abilities. These exams must be passed with a grade of 80% (B) or better in order to ensure that the student can provide safe and effective evaluation and treatment.

2. One and only one practical may be retaken in each course to demonstrate proficiency; therefore, failure of more than one practical or failure on a retake exam will constitute failure of the course (F). Even in the event of a retake, the original grade on the practical exam will be used to compute the final grade.
  3. The course instructor will designate specific graded tests of psychomotor skills that are used to enhance learning as checkouts. Checkouts are not considered practical exams, either because the content covered is minimal or because the content is also covered in a practical exam. The course instructor will provide students with the grading procedure for checkouts as well as the procedure for remediation and retesting of failed checkouts in the course syllabus. Failure to pass the checkout during the student's final opportunity, according to the written criteria designated by the faculty member, will result in course failure.
- D. No retests on written examinations will be allowed, unless a specific exception is written into the course syllabus.
- E. According to Graduate School policy, students on probation are not allowed to graduate. In the event that a student is placed on academic probation at the conclusion of the 7<sup>th</sup> or 8<sup>th</sup> semester of the program, he/she will have to take additional coursework or repeat coursework to raise the GPA to **3.0**.
- F. In order to enroll in Clinical Experience or Internship Courses, the student must have made a grade of no less than C in all previous physical therapy coursework. A student on probation in the Graduate School, due to a GPA of less than **3.0**, may still enroll in clinical courses with permission of the Clinical Education Committee upon recommendation by the faculty.

SPECIAL NOTE: SINCE CLINICAL COURSE GRADES ARE EITHER CR OR F, THESE COURSES WILL NOT ASSIST STUDENTS ON PROBATION TO RAISE THEIR GPA.

G. Academic Requirements for Graduation

1. Minimum GPA of 3.0
2. Completion of all coursework with C or above
3. Completion of a professional project
4. Completion of clinical courses with credit
5. Completion of a summative assessment process.
6. Completion of portfolio requirements.

#### **IV. APPEAL PROCESS**

The School of Physical Therapy provides students with a process of appeal in the following situations:

- A. Appeal of a Grade on a Paper or Test (must be made prior to the end of course)

Within the same semester, the student contacts the instructor for an appointment to review the paper or test in question. The instructor is responsible for the decision regarding appeals for course assignments and tests. If the student desires, the PT Campus Administrator may be asked to attend the meeting between the faculty member and the student for whom the paper or test is being reviewed.

## B. Appeal of a Course Grade

1. The appeal must be made by contacting the PT Campus Administrator within 48 hours of receiving notification of the grade. Notification is considered to be complete when students are informed in writing or verbally of their final grades or on the date when grades are posted by the University whichever is later. In the event the grade is below a C, the student will be notified by phone or letter by the PT Campus Administrator. If neither instructor nor PT Campus Administrator is able to contact the student because the student is out of town and has left no way to be reached, then a timely appeal may not be possible prior to the beginning of the subsequent semester. Therefore, students are expected to leave contact information with the School Office if they believe they might receive a grade to be appealed. In the event of a grade of D or F or failure on the student's part to be removed from Academic Probation such that the student is suspended by the Graduate School, the student will not be allowed to continue in the program and will be administratively dropped from courses if preregistered for the next semester.
2. The student's appeal must be written and include justification for the appeal and documentation supporting the appeal (i.e., why the grade should be changed).
3. The PT Campus Administrator may ask the student to first discuss the reasons for the appeal with the instructor of the course. If discussion is not possible or if no satisfactory agreement is reached between student and instructor, the Campus Administrator will review the appeal and make a recommendation to the Director of the program.
4. Every attempt will be made by the PT Campus Administrator to conclude the appeal process prior to the next semester because, according to the School's policies, a student making a grade below a 'C' cannot continue to the next semester. In the event such a grade is upheld, the student will be unenrolled from the next semester if the student has preregistered. The final appeal decision will be sent in writing to the student from the Director of the program or the designee.

## C. Appeal to Retake a Course

1. Students who receive unsatisfactory grades (grades of D or F) in courses in the first semester of the program are dismissed from the program and must appeal to be allowed to return to re-take courses and continue in the program. Reapplication does not assure acceptance in a subsequent year. Students with successful appeals

will be re-admitted to the program in the subsequent year only if a class position is available.

2. Students who are unsuccessful in the second attempt in the program are not allowed to appeal to return to the program.
3. Students who receive unsatisfactory grades in courses in subsequent semesters must appeal in writing within 30 days of receiving written notification of dismissal from the Director or the designee. The written appeal should be addressed to the PT Campus Administrator on the appropriate campus.

D. Further Appeal and Re-Take Information:

1. The written appeal should include a self-analysis of why the student did not successfully complete the course, an indication of how the student plans to spend the interim time, the plan the student has for remediation, and why the student will be successful when repeating the course.
2. The PT Campus Administrator reviews the appeal with assistance of campus faculty and makes a recommendation to the Director of the program. The recommendation to the Director should be made within 45 days of receiving the written appeal from the student.
3. In the event the student is allowed to repeat a course, the course must be retaken on the originally assigned campus and a satisfactory grade (C or above) must be earned. The student can only retake the course the next time it is offered on that campus. The student may not enroll in any subsequent physical therapy courses until that course is retaken with a satisfactory outcome.
4. If the student is dissatisfied with the decisions made within the academic component, then he/she should refer to the "Policies on Academic Review and Appeal Procedures in the Graduate School" as stated in the *Graduate Catalog* for further guidance.

E. Probation:

1. Students who earn a semester GPA below 3.0 are placed on probation by the Graduate School.
2. Students who fail to have probation removed in one semester (achieve a cumulative GPA of 3.0) are suspended by the Graduate School, usually for several years. Those students may not enroll in any other graduate programs at TWU.