

VIRGINIA WESTERN COMMUNITY COLLEGE
Associate of Applied Science in Occupational Therapy Assistant

Candidacy Application Supporting Evidence
A.3.3. Criteria for Successful Completion

Excerpts from Student Handbook

Program Progression

The OTA Program of Study is designed to occur in a specific sequence. Courses with the OCT prefix must be taken sequentially, in the order and during the semester presented in the program of study. General education courses must be taken in or before the semester presented in the program of study. It is critical that information learned be retained, as it then becomes the building blocks for acquisition of future skills. All courses continue to build on one another until the entry-level skills of an occupational therapy assistant are achieved. All first-year coursework must be completed prior to engaging in second year coursework. Summer semester is considered the beginning of the second year. All general education courses must be completed prior to enrolling in spring semester of the second year.

If a student receives any incomplete grades at the end of the fall semester of the second year, they may or may not be allowed to participate in Level II fieldwork until their incomplete grade has been resolved.

Guidelines for Progression

- Follow the designated sequence for OCT-prefix courses and maintain a grade of “C-“ or better. Failure to achieve a grade of C- or better in courses with an OCT prefix:
 - *Students are not allowed to take OCT prefix courses, however are able to continue with general education courses following prerequisite and corequisite requirements.*
- Complete BIO 142 prior to progressing to the second semester while maintaining a grade of “C-“ or better. Failure to achieve a grade of C- or better in BIO 142:
 - *Students are allowed to take OCT prefix courses if BIO was taken **prior to** the required semester.*
 - *Students are not allowed to take OCT prefix courses, if BIO was taken **during** the required semester. Students are able to continue with general education courses following prerequisite and corequisite requirements.*
- Complete all first-year coursework prior to beginning second year courses (summer semester marks the beginning of the second year).

- Complete all general education courses in or before the order presented in the program of study while maintaining a grade of “C-“ or better.
- Complete all courses in semesters 1-4 before progressing to semester 5, while maintaining a grade of “C-“ or better.
- Complete all Fieldwork Level I courses in the order presented in the program of study while maintaining a grade of “C-“ or better.
- Complete Level II fieldwork courses and senior seminar within 18 months of the completion of the last academic, coursework semester.
- Complete the program of study within two years.

Program Probation, Withdrawal and Dismissal

Program Probation

A student may be placed on academic program probation in the following situations:

- Student is unable to achieve at least a “C-” in any OCT Course (including fieldwork courses)
- Student is unable to pass a re-take of a lab practical examination or skills check
- Student is unable to achieve at least a “C-” in BIO 142 prior to beginning the second semester of the program
- Student is unable to complete all general education/support courses with a “C-” or better in or before the semester presented in the program of study.
- Student is unable to meet professional behavior expectations as assessed on the program Professional Behavior Development Tool.
- Student is unable to complete pre-fieldwork requirements prior to the start of each fieldwork experience.

Students may also be placed on program probation for the following non-academic reasons, including, but not limited to:

- Student does not complete required number of volunteer and continuing education hours prior to completion of the final Level I fieldwork experience.
- Single or ongoing violation of program policies.

Students placed on program probation may request to return to the program the following academic year and if approved, will re-enter in the semester in which they were last enrolled in the program. Students should follow the instructions in the program re-entry policy if they wish to request re-entry into the program. Even upon request, re-entry is not guaranteed.

Program Withdrawal

Students considering withdrawing from the program, for any reason, should discuss the matter with their OTA Program Faculty Advisor. The program will follow the college timelines for withdrawal as it applies to refunds. If a student chooses to withdrawal and the conditions listed below are met, the student may apply for re-entry by following the program re-entry policy.

- Student had a GPA of 2.0 or higher at the time of withdrawal.
- The student was not in the program following a re-entry from prior probation. While a student may still withdrawal in this case, he/she will then be dismissed from the program and will only be able to re-enter through the full application process.

Students who stop attending classes without following appropriate protocol will be dismissed from the program and are not eligible for return/readmission into the OTA Program.

Program Dismissal

A student may be dismissed from the program following re-entry or may be immediately dismissed without entering program probation. Program dismissal results if one or more of the following occurs:

1. Unsuccessful completion of the full OTA program following re-entry after program probation.
2. Violation of the AOTA Occupational Therapy Code of Ethics.
3. Failure to follow social media policies.
4. Singular or repeated failure to follow program policies.
5. Failure to pass a drug screen or background check may lead to dismissal as this will lead to an inability to complete fieldwork experiences in the future.
6. Academic integrity violation.
7. Violation of lab safety policies which resulted in harm to others or serious damage to program equipment.
8. Violation of the Virginia Western Community College Student Conduct Policy.
9. Inability to maintain a cumulative GPA of less than 2.0.
10. Receiving a grade lower than a "C-" in two courses with an OCT prefix and/or one OTA prefix and BIO 142 **within the same semester**.
11. Receiving a grade of "F" in one or more general education courses (other than those beginning with the BIO prefix).

*Students who are dismissed from the program are not eligible for return/readmission into the OTA Program.

*The OTA Program reserves the right to dismiss students from the program, if they demonstrate unprofessional behavior.

Program Re-entry

If a student is on program probation and wishes to return, the following steps must be taken. All dates included will be strict deadlines. A student wishing to return to the program is encouraged to speak with the OTA Program Director early to ensure the proper procedures can be followed and all deadlines met. Students must note that re-entry to the program may be limited by the number of available slots in the program and therefore, re-entry is not guaranteed even if all steps are followed.

To request return to the program, a student must:

- Submit a *Request for Program Re-Entry* form to the Program Director by 5:00 pm on the due dates listed below. If a date falls on a weekend, then the letter is due by 5:00 pm on the Monday following the listed date. All dates listed are dates immediately following being placed on probation.
 - o For a fall semester return: January 5th
 - o For a spring semester return: May 15th
 - o For a summer semester return: August 20th

- The next step is to submit an *Academic Success Plan* form to the Program Director by 5:00 pm on the due dates listed below. If a date falls on a weekend, then the letter is due by 5:00 pm on the Monday following the listed date.
 - o For a fall semester return: June 1st
 - o For a spring semester return: November 1st
 - o For a summer semester return: March 1st

- Following submission of the *Academic Success Plan* form, the student must then meet with the Program Director to discuss the completed *Academic Success Plan* and schedule dates for their written and skills review tests.
- Complete and pass the written and skills tests encompassing the courses which a student was able to successfully complete. The student will be limited to two attempts on these examinations. A student must achieve a 77% on the written test and an 80% on the skills test, with no red flags, to be considered as having passed the examinations.
 - o If a student fails to successfully pass either of these examinations by a second attempt, they must reapply to the program and start as a new student if admitted.
 - o Written and skills examinations must be completed (and passed) by these dates:

- For a fall semester return: July 1st
- For a spring semester return: October 1st
- For a summer semester return: February 1st

Other guidelines and policies for program re-entry:

- Even if all above steps are completed successfully, a student may not be approved to return if no spaces remain in the program (due to lab space limitations).
- If at any time during the process listed above, a student fails to meet a submission or completion deadline, they will no longer be considered for re-admission and must apply as a new student to the program if they wish to return.
- If, at the time of program probation, the student had a learning contract in place for professional behaviors, the following policy will be in place:
 - If the student had a professional behavior learning contract in place upon probation, the learning contract will remain in place upon the student's return and the student will have 5 weeks to demonstrate that he/she is able to meet the goals of the learning contract, without exception. If the student is unable to meet the goals of the learning contract in 5 weeks, he/she will be dismissed from the program.
- In cases of academic probation, students only need to repeat the course(s) in which they were unsuccessful but are responsible for all other course information.
- In cases of non-academic probation, a student will not be required to repeat courses in which they were able to achieve a "C-" or better, but the student is responsible for all prior learning.
- A student may only return to the program one time. Upon re-entry to the program, if a student again fails to achieve at least a "C-" in **any** course (including general education courses), the student is then dismissed from the program and must reapply and complete the standard new student admissions process.
- A student must complete the re-entry progress so as to re-enter the program the next academic year. For example, if a student is unsuccessful in a course in the Fall 2025 semester, they must re-enter the program no later than the start of the Fall 2026 semester.

Requirements for Successful Completion of the Program

Graduation is an exciting journey, and we are here to help you achieve that goal! As a student, you have access to a variety of resources, including the online college catalog, program of study with required courses, faculty and college advisors, and college success resources. These tools and people are here to support you throughout your time at Virginia Western. To graduate from the OTA Program, you'll need to successfully complete the following requirements:

- Meet all college graduation requirements: [Requirements – Graduation – Virginia Western Community College](#)
- Successful completion of all courses in the OTA Program of Study. OCT prefix courses must be completed with a grade of “C-” or better.
- Successful completion of all skills checks and lab practicals
- Successful completion of a math competency test
- Complete all volunteer and continuing education hours prior to completion of the final fieldwork Level I experience
- Successfully pass all Level II fieldwork experiences and complete required documentation and forms
- Maintain a 2.50 minimum overall grade point average

**All Level II fieldwork must be completed within 18 months following the completion of the didactic portion of the program.