Pacific University - School of Occupational Therapy

ACADEMIC STANDING SUMMARY MEMO

Student: _________________________________  Advisor: ___________________________________

Date: __________  [ ] Fall/Yr______  [ ] Spr/Yr ______

[ ] MOT3  [ ] OTD1  [ ] OTD2  [ ] OTD3  [ ] POTD1  [ ] POTD2

Focus of Advising Session: Review of overall academic standing including: academic performance and progress, practice skills, compliance with school rules and procedures, professional competence, interpersonal and professional relations, and professional/ethical conduct and attitudes.

Documentation Responsibilities:
TB test  [ ] current  [ ] needs to be updated
CPR  [ ] current  [ ] needs to be updated
First Aid  [ ] current  [ ] needs to be updated
Immunizations  [ ] current  [ ] needs to be updated

Status of Criminal Background Check: ___________________________________________________

Academic Standing and Progress:
1. Academic performance is:  [ ] Acceptable  [ ] At risk  [ ] Not Acceptable
   (Grade point average)
   Grade point average of previous semester: ________
   Cumulative OT grade point average: ________

2. Development of practice skills is:  [ ] Acceptable  [ ] At risk  [ ] Not Acceptable
   (Knowledge, Critical reasoning, technical skills)

3. Compliance with school rules or procedures is:  [ ] Acceptable  [ ] At risk  [ ] Not Acceptable

4. Professional/ethical conduct and attitudes are:  [ ] Acceptable  [ ] At risk  [ ] Not Acceptable

5. Interpersonal and professional relations are:  [ ] Acceptable  [ ] At risk  [ ] Not Acceptable
   (therapeutic rapport, community/peer/faculty/staff interaction)

Self-Assessment Sheet Completed:  [ ] Yes  [ ] No
Comments/Recommendations:
(For any performance area rated “at risk” or “not acceptable”, the advisor must provide evidence and recommendations. The student must address these areas in their semester goals and action plan.)

Advisor: ____________________________ Date

By signing, I acknowledge that I have read and understand the information in this document.

Student ____________________________ Signature

Date