PACIFIC UNIVERSITY
School of Occupational Therapy
Academic Policy

Failure to Complete Fieldwork

POLICY: Any student who fails to successfully complete a scheduled fieldwork experience is not permitted to progress in the curriculum.

RATIONALE: Fieldwork courses are the demonstration of applied knowledge learned in the curriculum. Clinical practice and therefore, by extension fieldwork courses are the primary medium for the implementation of occupational therapy. An inability to demonstrate applied knowledge is justification to limit progress in the curriculum and comply with the Academic Standards in the following manner:

Academic Standards for the School of OT in The Pacific University Student Handbook state that a student’s academic standing in fieldwork may be jeopardized by one or more of the following:
- Indications of poor academic performance
- Insufficient progress in the development of practice skills
- Failure to comply with school policies, rules or procedures
- Unprofessional conduct, unethical conduct, or illegal conduct; or
- Evidence of behavior that may hinder professional competence and interpersonal or professional relations.

Fieldwork is the setting in which academic learning is integrated through demonstration of practice skills, in compliance with setting and school rules while maintaining professional conduct, ethics and positive and therapeutic interpersonal interactions. A failure in fieldwork demonstrates the lack of one or all of these standards.

PROCEDURES: Unsuccessful completion or termination from a fieldwork experience will result in the student unable to continue in the program until the following steps are carried out:

1) AFWC will send written notice to the Program Director of the fieldwork failure, a copy of the notice will be sent to the student.
2) The program Director will send an Academic Notice to the student within one week of AFWC receiving the final AOTA evaluation form. The Academic Notice will:
   a. Advise the student of the inability to progress in the curriculum with the current fieldwork results.
   b. Advise the student’s right to request a review of the circumstances by the School of OT Standards Committee (SOTSC) request consideration for repeat fieldwork.
3) The student will respond in writing to the Program Director, within 10 days of receiving the Academic Notice, of their intent to request a review of the circumstances of the fieldwork failure. (See procedure for Consideration for Repeat Fieldwork).
4) The Program Director will bring the issue to the School of OT Standards Committee (SOTSC) within 10 calendar days of receipt of the written notice from the student.
5) The case will be reviewed by the School of OT Standards Committee (SOTSC) and will include the Academic Fieldwork Coordinator. (See Procedure for School of Occupational Therapy Standards Committee) – see page 371 of the 16-17 Academic Catalog.
6) Date for the review will be established on a mutually acceptable date to ensure an adequate review of the student’s circumstances is performed.
7) The School of OT Standards Committee (SOTSC) will evaluate the circumstances surrounding the failure in order to determine if the student should be:

A) Considered for repeat of the fieldwork experience
   or
B) Dismissed from the program

A. **Consideration for Repeat Fieldwork**
   1. The student contacts the School of OT Academic Fieldwork Coordinator (AFWC) and requests a review of the fieldwork circumstance by School of OT Standards Committee (SOTSC)
   2. The student may be requested to present to the School of OT Standards Committee (SOTSC) either in person and/or in writing, a description of what led to the unsuccessful fieldwork experience. Additionally, the student presents a justification for continuation in the curriculum and the opportunity to repeat the fieldwork. This description should include identification of areas needing improvement and the strategies the student will use to successfully complete a fieldwork.
   3. Successful repeat of fieldwork will be based on evidence that the circumstances leading to failure can be successfully remediated.
   4. If, due to evidence provided, the School of OT Standards Committee (SOTSC) decision is to dismiss from the program, the process follows as in section “B” below.
   5. If the School of OT Standards Committee (SOTSC) approves the student’s request to repeat the fieldwork and to continue in the curriculum, the following steps are followed:
      a. The Academic Fieldwork Coordinator will schedule another fieldwork experience in the same practice arena.
      b. The student will develop a remediation plan in collaboration with the Academic Fieldwork Coordinator to address identified issues for failure.
      c. The sequence of the fieldwork will be determined in collaboration with the AFWC, the student and the Program Director, to optimize the potential for the student future success.
      d. If the fieldwork sequence can only be completed in the following academic year, the student will audit all coursework in the semester immediately leading up to the fieldwork placement. Any coursework prior to that time may be audited as well.
      e. Tuition rates will be determined on a case-by-case basis.
      f. Failure of the student to successfully complete the repeat fieldwork will result in dismissal from the program.

B. **Dismissal from the Program:**
   1. Circumstances which warrant dismissal from the program include:
      a. History of inadequate academic performance in the curriculum;
      b. Previous failed fieldwork experience;
      c. Failure to comply with School and fieldwork site’s rule or procedures
      d. Unprofessional, unethical and/or illegal conduct;
      e. History of behavior that hinders professional competence and interpersonal or professional relations.
      f. Evidence of inability to remediate the circumstances leading the fieldwork failure.
   2. The School of OT Standards Committee (SOTSC) decision may be appealed only if the student can show that:
      1) There was an error in the procedure used by the faculty
2) There is new evidence sufficient to alter the decision
3) The sanction imposed was not appropriate to the severity of the violation or professional or academic standards.

3. A student may appeal a decision of dismissal though the College of Health Professions Standards and Appeals Committee. (See Academic Standing Appeals).