

**PHYSICAL THERAPY PROGRAM
ACADEMIC GRADING POLICY**

Grading Scale

A = 95-100 (94.5 – 100)	C = 77-79 (76.5 – 79.49)
A- = 90-94 (89.5 – 94.49)	F = less than 76.5
B+ = 87-89 (86.5 – 89.49)	P = Pass (equivalent to B- or above)
B = 83-86 (82.5 – 86.49)	NP = No Pass
B- = 80-82 (79.5 – 82.49)	I = Incomplete
	W = Withdrawal
	X = Continuing courses (<i>e.g.</i> , Bioethics)

This policy describes the standards by which progress is assessed and the determination of academic standing for the Doctor of Physical Therapy degree. Any changes to the Physical Therapy Academic Grading Policy must be approved by majority vote of the physical therapy faculty.

I. Grades

- A. Didactic Courses: Each course syllabus will state whether an “A-F/I” or “P/NP/I” scale is used for that course.
- B. Clinical internships: The grading system is P, NP, and I.
- C. Incomplete (I) grade: An instructor may issue an incomplete grade if the majority of coursework is completed satisfactorily, but health or other extenuating circumstances keep the student from completing the course. An “I” grade is not a substitute for a failing or otherwise undesirable grade; it cannot be granted to a student who is failing a class and wants additional time to submit make-up work in order to improve a grade. Prior to submitting an “I” grade, the instructor and the student complete an Incomplete Grade Contract detailing the requirements for completion and submission of all remaining work and specifying a timeline for completion. After submission of the work, the instructor completes a Grade Change Form and submits it to the School Director for approval; the form is then processed by the Registrar’s office.

- D. **Withdrawal (W) grade:** A student may choose to withdraw from a didactic course through the week that corresponds to completion of 2/3 of the course and receive a “W” grade. It is the responsibility of the student to notify the instructor and the Registrar's Office regarding withdrawal from a class; failure to do so may result in a failing grade. If the student chooses to withdraw from a course, he/she can continue with the remainder of the courses within that semester. However, the student will not be able to progress within the program until he/she re-takes the course the following academic year. In order to be eligible to re-take this course, the student must be in good academic standing (See II.C.). Students also need to consider that a course withdrawal will impact their ability to complete the program in the 4.5 academic year maximum for completion (See II.B. and II.F.4.).
- E. **X grade:** An instructor may issue an “X” grade for successful completion of semester requirements for a course that spans multiple semesters. The “X” is replaced with a final “P” grade if all required components of the course are successfully completed or an “NP” grade if all required components of the course are not successfully completed.
- F. **Remediation of any practical or written examination within a course** is at the discretion of the respective faculty member and will be stated in the course syllabus. There is no remediation for the final course grade.

II. Academic Standing and Progression through the Program

- A. **Progression through the program.** All courses within a semester must be satisfactorily completed before a student may enroll in courses in the subsequent semester. If a clinical internship is not completed secondary to personal/medical reasons, faculty will determine whether a student is allowed to progress through the program.
- B. **Timeline for completion of program.** A student must complete the curriculum in no longer than 4.5 academic years from matriculation. Progression delayed by personal/medical reasons will be evaluated by faculty on a case-by-case basis.
- C. **Good Academic Standing:** A student is considered to be in good academic standing if he/she: (1) completes didactic courses with a grade of 79.5% (B-) or better, and (2) passes didactic courses and clinical internships graded as P/NP. A student remains in good academic standing if he/she receives no more than one grade of C in a didactic course.

D. Probation: Academic probation indicates concern about the student's performance in the program. By placing the student on academic probation, the student is notified of the faculty's concern regarding past performance. A student is placed on academic probation following the attainment of one F/NP grade (either didactic or clinical course) or C grades in two didactic courses in the curriculum.

i. The Director will notify the student in writing that he/she has been placed on academic probation, and that he/she will remain in this academic standing for the remainder of the program. This letter will contain an Action Plan pertinent to that student. The Director will also notify the Registrar that the student should be placed on academic probation.

E. Probation with Suspension: A student is placed on probation with suspension for either of the following reasons:

1. If a student receives one F/NP grade in a didactic or clinical course, the student is suspended from the program at the end of that semester in which the F/NP grade was received. The Director will notify the student in writing that he/she has been placed on suspension with an Action Plan pertinent to that student. Before progressing further through the program, the student must repeat failed coursework when offered in the subsequent academic year.
2. Violation of the Code of Academic Conduct or the Physical Therapy Code of Ethics. The Director will notify the student in writing that he/she has been placed on suspension with an Action Plan pertinent to that student. This Action Plan will outline criteria to be met for the student to re-enroll in the program.

F. Dismissal: A student is dismissed from the program for any of the following reasons:

1. Attainment of two F/NP grades in didactic or clinical courses
2. Attainment of one F/NP in didactic or clinical courses and two C grades in didactic courses
3. Attainment of three C grades in didactic courses
4. Inability to complete the curriculum in 4.5 academic years. As noted above (Section II.B.), progression delayed by personal/medical reasons will be evaluated by faculty on a case-by-case basis.

5. Flagrant and intentional violations of the Code of Academic Conduct or the Physical Therapy Code of Ethics. No previous warning is required for this type of dismissal.

G. Leave of Absence or Administrative Withdrawal: If the student leaves the program for a personal/medical reason, documentation of such must be provided to the Director and the Registrar. The student will have the opportunity to re-enroll the following academic year in the semester that the student did not successfully complete. In the case of a medical leave of absence/medical withdrawal, the student must provide a letter of medical clearance to the Director and Registrar before re-enrollment.

Readmission: The catalog in effect at the time of a student's initial enrollment indicates the specific requirements for that student. Students leaving the program for 3 consecutive terms or more must apply for readmission to return, and would re-enter the program under the requirements in effect at the time of readmission.

Auditing: At the discretion of the respective faculty member, the Athletic Training Program will allow students accepted into the Program and other currently enrolled CHP students to audit courses. Students must declare the audit option before the end of the add-drop period; once the audit option has been declared, the course cannot revert back to the graded option.

Non-Degree Seeking Students: Alumni, current students, and applicants accepted into the program are not permitted to study as non-degree seeking students.