

ADVISING CHECKLIST FOR COMPLETION OF MASTER of SCIENCE DEGREE

SEMESTER 1

1. Orientation
2. Department of Occupational Therapy Student Manual
3. Review Program Learning Outcomes
4. Academic advising: Update health data in Castle Branch for OTH 276
5. Review requirements for international experience including Modifications/Alternatives
6. Review Hazard and Environmental Safety Information
7. Fieldwork advising: Academic Fieldwork Coordinator (AFC) will meet with the class

SEMESTER 2

1. Academic advising
2. Review Program Learning Outcomes and the Course Clusters
3. Update health data in Castle Branch for OTH 286
4. Fieldwork (FW) advising: Academic Fieldwork Coordinator will meet with the class
5. Review requirements for cross-cultural/international experience including Modifications/Alternatives
6. Review Hazard and Environmental Safety Information

SEMESTER 3

1. Academic advising
2. Review Program Learning Outcomes and the Course Clusters
3. FW advising
4. Update health data in Castle Branch for OTH 286
5. Review Advancement to Candidacy and Graduation Application for December after completion of all FW
6. File for Advancement to Candidacy before the end of the semester
7. Review Hazard and Environmental Safety Information

SEMESTER 4

1. Academic advising
2. Review Program Learning Outcomes and the Course Clusters
3. FW advising
4. Apply for December graduation
5. Confirm fieldwork placement and register for OTH 201A & 201B
 - a. Update health data in Castle Branch for OTH 201A & B and obtain background check if needed for Level 2 FW sites.
 - b. Complete resume for FW sites
6. Review Hazard and Environmental Safety Information

UPON COMPLETION OF OTH 201A AND OTH 201B

1. Request your transcript from SJSU (check SJSU website for correct form). Under special instructions check the box that says "send after degree is posted". You must indicate that a copy is to be sent directly to NBCOT.
2. Sign up for the Certification Exam. Go to the NBCOT website www.nbcot.org to obtain the most up to date information about the exam. The candidate handbook, application, certification exam information

and practice exam information can be found at this website. Your application and transcripts must be submitted to NBCOT in order to be eligible to sit for the exam.

3. Apply for your California License. Go to the website for the Board of Occupational Therapy <https://www.bot.ca.gov/> for detailed information about applying for your license or limited permit.
4. A workshop on preparation for the NBCOT exam is typically offered in January.

ADVANCEMENT TO CANDIDACY

Students with Classified standing may be advanced to candidacy after completing a minimum of nine units of graduate courses and successful completion Graduate Writing Assessment Requirement (GWAR). In February of the second year, the student and Graduate Advisor will submit the Petition for Advancement to Graduate Candidacy Form containing the Graduate Degree Program of study. The form is available at Graduate Admissions and Program Evaluation (GAPE) <https://www.sjsu.edu/gape/forms/>. It lists all of the courses and other requirements that the student must fulfill to receive the degree.

GRADUATION REQUIREMENTS

After being advanced to graduate candidacy for the master's degree the student is required to do the following in order to be eligible for award of the master's degree:

1. Maintain a grade point average of 3.0 or higher
2. Complete the requirements for Advancement to Graduate Candidacy
3. Complete an acceptable Master's project
4. Submit the Application for Award of Master's Degree by posted deadline date (currently form is sent in with the Petition for Advancement to Graduate Candidacy Form). <https://www.sjsu.edu/gape/forms/>

MASTER'S PROJECT

The graduate curriculum is designed so that students may complete their course work—including a comprehensive Master's project—within the two years of full-time academic study. In OTH 295 students develop a proposal and complete a comprehensive Master's project under the supervision and guidance of a faculty adviser. Students present their projects at the end of spring semester in a poster presentation session that is open to all faculty and students in the occupational therapy department.

GRADUATE STUDENT PROGRESSION POLICIES

The following policy is based on the San José University Graduate Admissions and Program Evaluation Requirements, and Academic Standing - <https://www.sjsu.edu/gape/>, <https://catalog.sjsu.edu/content.php?catoid=15&navoid=5296> and <https://catalog.sjsu.edu/content.php?catoid=2&navoid=116#academic-standing>. Graduate student progression in Occupational therapy is contingent upon achieving a minimum grade point average of 3.0 in the major. Students must achieve a grade of "C" or better in the occupational therapy major and supporting courses in order to progress. An occupational therapy course is defined as one that is taught within the Department of Occupational Therapy, and which has an occupational therapy course number.

Courses have been grouped together for each semester to provide the student with an integrated learning experience. Students will be encouraged by their advisors to follow this prescribed sequence. All courses in a particular sequence must be passed with a grade of "C" or better before the student can advance to the next sequence of courses. Since all the courses are not offered every semester, should the student earn less than a "C" in a course the student may experience a delay of one semester or more before the course is scheduled again.

FAILURE TO MAINTAIN A 3.0 GRADE POINT AVERAGE IN THE MAJOR

A graduate student, enrolled in a graduate degree program, shall be subject to *academic probation* if the student fails to maintain a cumulative grade-point average of at least 3.0 (grade of B on a four-point scale) in all units attempted subsequent to admission to the degree program in either conditionally classified or classified status.

A graduate student who is on probation shall be subject to disqualification if the student fails to earn better than a 3.0 grade point average each semester. This requires enrollment in at least one letter-graded course in each term that the student is on probation. (Students may continue on probation as long as they earn better than a 3.0 GPA.)

PROGRESSION (Progression, Probation, Disqualification)

- 1) Graduate students are required to complete all occupational therapy major courses with grades of A, B, C, or CR (credit). Grades of C-, D, F, WF, or NC (no credit) in any course are considered to be unsatisfactory. (See SJSU Catalogue for grading policies.)
- 2) If for any semester a student receives a C-, D, F, WF, or NC grade the student will be expected to repeat that (those) course(s). If after repeating the course(s) the student does not meet course requirements, the student will be disqualified as an occupational therapy major. Course may be repeated once only.
- 3) If the student's overall G.P.A. does not fall below a 3.0 after receiving a C-, D, F, or NC grade in an occupational therapy course, the student may petition the Department to be allowed to repeat the course in question while progressing to the next semester of courses. This petition will be considered only if the prerequisites for the next semester of courses have been met. The student's petition will be reviewed by the faculty and the faculty's decision will be final. The decision is based on the student's overall performance in the program as well as consideration of extenuating circumstances.
- 4) If the student's G.P.A. falls below 3.0 in the same semester that the student receives a C-, D, F, or NC grade in a course, the student will not be allowed to progress to the next semester of occupational therapy courses and will be on probation (see above). The student will be allowed to progress upon satisfactory completion of the course in question on a space available basis and provided there are a sufficient number of required graded courses remaining in the degree to allow the student to meet the 3.0 GPA standard for graduation.
- 5) Students who wish to repeat a course will need to petition the faculty through their Academic Advisor. They will not be permitted to register for that course until students registering for the first time in that course have been accommodated. If there are spaces remaining, repeating students will be selected by lottery until those spaces are filled.
- 6) Students may repeat only two courses (with the exception of clinical Fieldwork courses – see item 7) in the Occupational Therapy program. Upon failure of a third course, the student will be disqualified from the program regardless of G.P.A.
- 7) A student may repeat ONLY ONE clinical Fieldwork course: Fieldwork Level I (OCTH 276 & OCTH 286) or Fieldwork Level II (OCTH 201A & OCTH 201B). If the student receives a N/C (no credit) for 201A or 201B, they will need to wait until the course is offered again. This may result in a delay in graduation. If the student fails a second clinical FW course, the student will be disqualified from the program, regardless of G.P.A.
- 8) If a student's overall G.P.A. falls below 3.0 and the student has received at least a "C" in all major coursework, the student will be placed on probation the following semester. If the student fails to attain a G.P.A. *higher than* 3.0 while on probation, the student will be disqualified from the program.

DISQUALIFICATION

It is the department's policy not to reinstate students into the program who have been disqualified.