

GVSU MAT Retention and Remediation Policy

Effective August 1, 2019

Degree Completion Requirements

In order to graduate from Grand Valley State University with a Master of Athletic Training (MAT) Degree, students must successfully complete all requirements of the MAT program as outlined in the University Catalog, in the MAT Student Handbook and on the MAT website.

Successful completion of the GVSU MAT Program makes students eligible to sit for the Board of Certification Examination for Athletic Trainers.

To successfully graduate from the GVSU MAT Program, students must:

1. Pass each required course (see required coursework, not electives) with a C or better with a cumulative MAT GPA 3.0.
2. Successfully complete all Clinical Rotation requirements (see clinical rotation requirements).
3. Complete and pass all Standards and evaluation tools.
4. Successfully complete a minimum of 1,000 clinical rotation hours.
5. Maintain First Aid and CPR/AED certifications. Certifications must be from the American Red Cross or American Heart Association. CPR/AED cards must be the equivalent for the professional rescuer or basic life support. First Aid cards must be the equivalent of Responding to Emergencies. Any other certifications will not be accepted (e.g. lifeguard). The course must have hands-on participation - no online only course accepted.
6. Have any academic restrictions, deferred grades, incomplete grades converted or lifted.
7. Have all fees completely paid.
8. Meet all Graduate School and GVSU requirements for graduation.

Failure to complete all of the above, will require the student to follow the remediation policy (outlined below).

It is the student's responsibility to complete the application to graduate and submit it online at www.gvsu.edu/registrar the semester before graduation is expected. Degree candidates have 30 days from the last day of the semester to complete all course requirements and provide evidence of satisfactory completion to the Registrar. More details are provided on the registrar's online page under "Apply to Graduate".

Board of Certification (BOC) Candidacy

In order to practice as an Athletic Trainer after graduation students must meet state and national requirements. Following graduation from the MAT Program, graduates may apply to take the BOC Certification Examination with approval from the Program Director. This entails passing a two-part national certification examination.

To be eligible to take the BOC examination students must successfully complete the requirements of

the MAT Program, as described in the University Catalog, in the MAT Student Handbook, and on the MAT website.

Students should plan to apply to take the exam well in advance (6-12 months) of the date they wish to take it. Each site has a limited number of candidates that it can accommodate and slots are filled on a first-come first-serve basis. Students who plan to take the test prior to graduation may do so if they are in their final semester before graduation.

For any additional requirements, review the BOC Candidate Handbook. Students are responsible for all components of the application process.

Remediation Policy

In the case that a student passes a course but does not achieve a required score on a specific course requirement, the instructor may require remedial work to achieve the required score. Each student will be reviewed on a case by case basis by the instructor of record and Program Director. Students may be required to provide remedial work. Options include, but are not limited to retaking a course, remedial work, and independent study. Refusal to engage in remediation may result in probation and/or dismissal from the program.

Grounds for Probation

Probation is a status that can be assigned to a student who has had academic (academic probation) or professional/behavioral (disciplinary probation). The duration of the probationary status will be determined by the student's academic progress, but will extend, at a minimum to the end of the following semester. The student is ultimately responsible for completion of the terms of the remediation plan. Students who meet any of the following will be placed on probation.

1. A final grade below a 2.0 (C) in any required course in the MAT Program. [Note: an instructor, or the MAT faculty at-large, is afforded this option, at his/her discretion, and is not required to offer remediation].
2. A cumulative graduate level GPA less than 3.0 (B) after completion at the end of the first semester.
3. Required remediation of a course.
4. Failure of a clinical course/clinical rotation, student duties, preceptor evaluation will result in academic probation for the remainder of the clinical year.
5. Failure to remediate a specific course requirement at the required level that leads to faculty recommendation for probation.
6. Having three faculty letters of reprimand regarding professional conduct and/or letters concerning professionalism from their preceptor on file.
7. Faculty recommendation to withhold student from clinical education experience due to deficient professional behavior.

If a student wants to appeal probationary status or probationary procedures, the student should follow appeal procedures.

Course repeat – The requirement to retake a course means that the student’s graduation may be delayed by one year. The student will remain on probation until the course is successfully repeated. Students may not repeat a course more than once. Failure to pass the required course a second time will result in dismissal from the MAT Program.

Professional Behavior (Disciplinary Probation) – The following breaches in behavior are subject to discipline under the following policy:

- **Unprofessional Behavior** while representing the GVSU MAT Program
- **Breach of Duty** including but not limited to unexcused/excessive Clinical Absences and/or Chronic Tardiness
- **Academic Dishonesty** including but not limited to plagiarism and/or falsifying hours
- **Any conduct unbecoming an Athletic Trainer** including but not limited to sexual harassment and/or insubordination

Note: The Grand Valley State University Athletic Training faculty reserve the right to (1) introduce disciplinary action with regards to any action and/or behavior that could be viewed as unprofessional, disrespectful, or inappropriate, (2) change a student rotation at any point during the disciplinary process.

Disciplinary Probation Action

Once the Grand Valley State University Athletic Training faculty has deemed an action and/or behavior inappropriate the following actions will be initiated:

Any disciplinary action will:

- Result in a notation in the athletic training student file.
- Be reflected in the athletic training student's subsequent evaluation and clinical experience grade.

1. *Following the first (1st) incident the athletic training student will*

- Receive written and verbal warning and have a conference with the Clinical Course Instructor and/or Clinical Coordinator

2. *Following the second (2nd) incident the athletic training student will*

- Be suspended from his/her clinical assignment for two (2) weeks during which time the athletic training student will be required to fulfill assignments given by the Athletic Training Program faculty;
- Have a conference with the Program Director and Clinical Coordinator

3. *Following the third (3rd) incident the athletic training student will*

- Expulsion from the athletic training program, clinical assignment, and all athletic training room privileges revoked for a minimum of one (1) full semester, after which time if the Athletic Training Program Director/faculty allow the student to return, he/she must re-apply to and complete the application process for

successful re-admission to the program.

- Have a conference with the Program Director, and/or Chair of the Movement Science Department;
- Be reflected in the athletic training student's subsequent evaluation and their clinical experience grade will result in an "F" for the semester in which the 3rd incident occurs.

Note: The Athletic Training Program faculty reserve the right to determine the severity of each incident and determine the appropriate course of action.

Student Clinical Rotation Grievance Procedures

Clinical experience grievances are generally defined as those involving procedures and policies in clinical experiences and clinical courses. Filing of a grievance is required within 7 days of notification or receipt of an adverse action or decision as outlined in the Disciplinary Policy. Appeals of decisions must take place 14 days after receipt of notification.

Resolution of a grievance is based on two principles: first, that the resolution of a grievance should be sought at the lowest possible level, and second, that pathways for appeal exist for clinical instructors and students.

Resolution should be pursued as follows:

1. An appeal to the clinical course instructor.
2. If the grievance is not resolved to the student's satisfaction, a further appeal will be made to the athletic training program director (or program director equivalent for purposes of grievance-see below), who may request that the appeal be put in writing. Both the student and the clinical course instructor will be notified in writing of the program director's (or equivalent) decision.
3. If the disposition by the program director (or equivalent) is not acceptable to either party an appeal, in writing, will be made by either party to the unit head of the department. If the unit head feels that there is merit in the written grievance, he or she shall establish a committee to review the grievance. The committee will make a recommendation within 30 days to the unit head. The unit head will notify the student and the clinical instructor of the final decision.

The Clinical Rotation Grievance Committee

The committee shall include a non-athletic training faculty representative of the Movement Science department, a faculty representative from the Athletic Training major, and a student representative. Upon receiving the committee's recommendation, the unit head shall rule on the grievance. The unit head's review and judgment in the case will be final. Both the student and the clinical course instructor will be notified in writing of the unit head's decision.

Note: In cases where the clinical instructor in question also serves as the athletic training program director, the unit head shall appoint a suitable faculty member from the Movement Science Department to function as program director for purposes of grievance. In a similar fashion, if the clinical course instructor in question also serves as unit head, the dean shall appoint a faculty member to act as the program director for purposes of grievance. If an appeal is sought in this latter case, it will go directly to the dean.

Monitoring Performance of a Student on Probation - When a student is placed on probation, the AT faculty will monitor the student's progress informally or formally. In consultation with the course instructor, the faculty, or their designated committee, may draw up a formal contract which outlines steps to be followed to be taken off probation. This contract is specific to the individual student on probation. If a committee is formed, the committee will consist of:

- 1) MAT Program Director
- 2) AT Faculty member
- 3) Faculty member, preceptor and/or the student's Academic Advisor.

The contract will be signed by the student and Chair of the Department. After the student satisfactorily completes procedures outlined in the contract, the student will be returned to good standing at the beginning of the next semester. If a student does not complete the requirements of the contract, the procedures for "Consideration of Removal From Program" will be followed. See below.

The faculty reserve the right to make a referral to the Dean of Students Office based on the nature of the violation. All students are responsible to follow the University Student Code of Conduct.

Consideration of Removal from Program

Grounds for Removal from program:

1. Failure to complete a Bachelor degree by the end of the first year in the MAT.
2. Failure to complete required remedial work at the required level, and in a timely fashion, while on probation.
3. Students who fail to earn the required C or better in 3 MAT required courses.
4. Failure to demonstrate "continued competency".
5. At the time of application to the MAT Program, and throughout matriculation as a AT student, failure to report a felony record or arrest for a crime for which criminal charges are pending.
6. Evidence of unethical, illegal or dishonest behavior in academic or community life from the date that GVSU's offer of admission is accepted to the date of graduation.
7. See section below on grounds for automatic removal.

Removal Procedure

1. A committee will be formed and will consist of:
 - a. The Athletic Training Program Director
 - b. An Athletic Training Faculty member

- c. Another appropriate Faculty member or the student's Academic Advisor
2. The committee will review available information to determine if the student meets a criterion for dismissal. If the student meets a criterion for dismissal, the committee will determine whether the student should be immediately dismissed or offered remediation to remain in the program.

Voluntary Program Withdrawal

At any time during the program, a student may elect to withdraw from the program. If a student chooses to withdraw, they must withdraw from all courses. The student is required to write a formal letter of withdrawal to the Program Director. The Program Director may request to meet with the student to discuss reasons for withdrawing. Depending on the timing of the withdrawal, a student may or may not receive a "W" on the courses they are enrolled in. Refer to the GVSU Undergraduate and Graduate Catalog for more details on withdrawal. A student who chooses to withdraw from the program does not have the option to return to the MAT Program unless they reapply.

Automatic Removal

A cumulative graduate grade point of 2.0 or below after end the first semester of graduate level course work.

Appeal Procedure

Should a student decide to appeal a decision for dismissal from the program, the student must submit a written defense to the MAT committee within 30 days after receiving the letter of dismissal. The defense should contain any new information which the student may have and a clarification of old information. The defense will be considered by the MAT committee within 15 days of receipt and a decision given to the student. The student then may elect to appeal their dismissal to the Chair of the Department of Movement Science and then the Dean of the College of Liberal Arts and Sciences. Refer to the University Catalog Student Academic Grievance Procedures for further details.

Leave of Absence

A leave of absence (LOA) is a temporary stoppage of the program due to health and/or personal reasons. Examples of cause include, but are not limited to, medical issues, caring for family members, non-optional military commitments, or maternity leave. The student must provide in writing to the Program Director, the reason for seeking a LOA and should include supporting documentation, if deemed necessary.

If a student requests a LOA, it will be considered for one year, based on the cohort program and course offerings. Students must be physically and emotionally stable, committed, and academically prepared when they start Clinical Rotations. If a student does not meet these technical standards, it is the student's responsibility to request a LOA prior to start the clinical rotation. In the event of a serious injury, incapacitating illness, or other temporary medical disability, temporary medical leave from the program's rotation requirements will be provided, as medically necessary. Students should be aware that depending on rotation availability and

scheduling limitations, there may be a delay after a student's return from medical leave before a sufficient make-up rotation placement can be arranged, which may extend the time it takes a student to complete the program. The Clinical Coordinator will assist a student in developing a plan for a return to full time clinical education.

A student who returns from a LOA, must supply the program with a letter of support, from a treating healthcare provider, that indicates readiness to begin course work. A student returning from a LOA extending more than one semester may be required to complete academic preparatory and/or assessment work prior to reentering the program. Please see the graduate catalog for further information on Graduate Academic Policies and Regulations.

<http://catalog.gvsu.edu/content.php?catoid=48&navoid=2406#GradAcadPandR>