

**PROFESSIONAL DOCTORAL DEGREES
POLICY AND PROCEDURES MANUAL
07/01/11**

The Pat Capps Covey College of Allied Health Professions administers two Professional Doctoral Degrees: Doctor of Audiology (AuD) and Doctor of Physical Therapy (DPT).

DEADLINES FOR APPLICATION:

The deadline for application to the DPT and AuD programs are December 15 and February 1, respectively. Students admitted to a program must register for the semester for which they are accepted. If they fail to do so, they must reapply for admission during a future application cycle. Admitted students are expected to register in all the courses prescribed in the curriculum with the other members of their class.

MINIMUM REQUIREMENTS FOR ADMISSION TO THESE PROGRAMS

The minimum overall undergraduate GPA for regular admission to the professional doctoral degrees in the Pat Capps Covey College of Allied Health Professions is 3.0 (A=4.0). The combined GRE score for admission to the AuD program must be at least 800 (Verbal and Quantitative sections) and for admission to the DPT program the minimum combined score must be 1000. The GRE must be taken within 5 years prior to application into the program. The minimum GRE score will change after August 1, 2011, to reflect the changes in the scoring of the national test. The College's minimum GPA for provisional admission to graduate programs is 2.5.

Specific requirements for admissions to each individual program are found in the USA Bulletin and in the programs' websites.

Standards for the Advanced Undergraduate category of admissions to the DPT program and AuD program are stated in the USA Bulletin.

**ADMINISTRATIVE PROCEDURES FOR STUDENT
ADMISSION TO ALL PROFESSIONAL DOCTORAL DEGREES**

A summary of these procedures is included in the flowchart at the end of this document

APPLICATION

For the AuD and DPT programs application must be made through a centralized application system (CSDCAS for the AuD and PTCAS for the DPT). Links to these systems are provided on the department websites. The admissions committee in each department will rank qualified applicants and, if appropriate, select those to be invited for an interview. Letters will be sent from the department to those students who are not selected for admission to the respective program. The folders of admitted applicants will be forwarded to the Director of

Graduate/Professional Studies for the Pat Capps Covey College of Allied Health Professions for approval and then to the Office of Admissions to complete data entry.

LETTERS OF ACCEPTANCE

Each department will be responsible for reporting the applicant's status (accepted, waiting list or not accepted) to the Office of Admissions in order to complete the applicant's record. The department or the office of Admissions will send letters of acceptance to the students. As students reply to the letters of acceptance, the students' decisions will be recorded in both the department and the office of Admissions.

GRADUATION PROCEDURES

APPLICATION FOR DEGREE

Each candidate for the AuD or DPT degree must apply for the degree during the semester preceding the semester of graduation. Deadlines are specified in the University Calendar. At the beginning of the semester prior to graduation, the departmental chairs will be asked to complete the check sheets for graduation and to report to the Director of Graduate/Professional Studies whether any student may not be able to graduate on time. Each semester the Chairs will confirm which students will complete all the requirements for graduation, and this information will be reported to the University Registrar in order to prepare the diplomas.

MINIMUM REQUIREMENTS FOR DOCTOR OF AUDIOLOGY DEGREE:

- a. earn a 3.0 GPA minimum
- b. pass the summative assessments administered during the third trimester of years one and two of the program,
- c. pass the summative assessment administered during the second trimester of year three of the program,
- d. complete the PRAXIS exam,
- e. demonstration of academic and clinical competencies as reflected in the student's Knowledge and Skills Assessment (KASA) document,
- f. complete 1820 clinical clock hours (52 weeks x 35 hours per week) in the required areas as stipulated by ASHA.
- g. successful completion of 116 credit hours of Au.D. coursework.

MINIMUM REQUIREMENTS FOR DOCTOR OF PHYSICAL THERAPY DEGREE:

- a. earn a 3.0 GPA minimum
- b. successfully complete 121 credit hours of DPT coursework
- c. demonstration of academic and clinical competencies as reflected in the student's Clinical Performance Instrument (CPI) document,
- d. complete 1360 clinical clock hours (34 weeks x 40 hours per week) in the required areas as stipulated by their internship guidelines

Students are advised that in order to receive the graduate degree from these programs, they must complete all assignments, academic and clinical, to the satisfaction of their instructors. Admission to the program does not guarantee automatic awarding of the degree. If a student fails to meet any requirements for program completion, they will be dismissed. Dismissal due to failure to complete all assignments as indicated by instructors may occur at any time during the student's program of study.

ACADEMIC STANDARDS

WITHDRAWAL

A student who withdraws from the University or from a course will have WD recorded on his permanent record, provided the withdrawal occurs within the time limits listed in the official Calendar. Withdrawal after the time limit can only be approved by the Dean of the Pat Capps Covey College of Allied Health Professions upon the recommendation of the department Chair.

GRADE STANDARDS

The grading system for Professional Doctoral degrees include A, B, C, D and F. Graduate students in the Professional Doctoral programs must maintain a minimum overall Program GPA of 3.0 . A maximum of 8 semester credits of courses with the grade of C may be counted toward a degree in all campus based programs (DPT and AuD). Students who exceed the number of acceptable credit hours with a C grade, may request permission from the program director to repeat one of the courses in which a C has been earned. The departmental faculty will decide if a course may be retaken and which course will be retaken. Any grade lower than a C in any course will result in academic dismissal from the program.

CHANGE OF GRADE

Grades reported for Professional degree students by instructors to the Registrar may not be changed except in case of error in records or in evaluation. Grade changes require the approval of the instructor of record, with information regarding the change provided to the department Chair, the Director of Graduate/Professional Studies, and the Dean of the Pat Capps Covey College of Allied Health Professions. Grades on record for one-calendar year may not be changed for any reason.

ACADEMIC DISMISSAL-PROBATION STATUS

Any term in which the Program GPA drops below 3.0, the student is placed on probationary status and has a period of one semester to attain an overall 3.0 GPA or be dismissed from the program.

A student in the status of Provisional Admission who does not have a 3.0 Program GPA upon completing 15 semester hours of graduate credit applied toward the degree, will be academically dismissed from the program.

As indicated above, any grade lower than a C will result in academic dismissal. Students may appeal a dismissal to the Department Academic Standards Committee no later than 20 days into

the succeeding semester. Reinstatement is not automatically granted and will be evaluated on a case-by-case basis by the Committee members.

A student who is academically dismissed from a program will not be allowed to re-apply to the same program.

ACADEMIC MISCONDUCT DISMISSAL

A student dismissed from a Professional Doctoral program as the result of an academic misconduct penalty will be automatically dismissed from the College and the University of South Alabama and will not be eligible to apply for readmission.

FINAL GRADE GRIEVANCE POLICY

A student may initiate an inquiry under procedures set forth in The Lowdown. Copies are available in the Dean's Office.

TRANSFER CREDIT

A maximum of twenty-five (25) semester hours of approved transfer credit from a regionally accredited university is allowed for the professional doctoral programs. Prior approval by the college director of graduate studies is required. Only courses with "A" or "B" grades are acceptable for transfer.

07/01/11

PROCEDURES FOR ADMISSION OF GRADUATE/PROFESSIONAL STUDENTS TO THE PAT CAPPS COVEY COLLEGE OF ALLIED HEALTH PROFESSIONS

