REENTRY PROCESS

1. If an OTA student fails or withdraws from a required course, the Instructor notifies the OTA Program Director. The student receives instructions from the OTA Program Director for the reentry process which is located on the Northwood Tech OTA web page. Courses are only offered one semester each academic year. Therefore, if a student fails or withdraws from an OTA core course (514) the earliest possible time to retake the course is one year later.

2. OTA students are subject to all academic standards of Northwood Tech regarding suspension and probation. (See Northwood Tech Student Handbook.)

3. If a student is dismissed for a Code of Conduct violation, the student will not be allowed to reenter the OTA Program.

4. Failure of OTA core courses 10514184 (OTA Fieldwork I), 10514186 (OTA Fieldwork IIA), or 10514187 (OTA Fieldwork IIB) result in automatic dismissal from the OTA program. Reentry in the OTA Program is not allowed.

5. Reentry students are admitted as openings become available. Course capacity is 12 students each at Ashland, New Richmond, and Rice Lake.

6. It is the student's responsibility to follow the reentry instructions and deadlines located on the Web. This includes completing the Intent to Reenter Form. This form is completed by the student and returned to the OTA Program Director. The Program Director maintains a list of reentry students. The date the Program Director receives the completed Intent to Reenter Form is recorded as the student's date. This date will determine the order of student reentry. (As only 12 students may be enrolled at each location, per semester)—See Instructions for Reentry into OTA Core Courses on the OTA Web Page. If students have the same reentry date, a random lottery will be used to determine priority reentry.

7. If you return your Intent to Reenter Form you will receive an email through your Northwood Tech email account, from the OTA Program Director, giving you further details regarding course registration for the semester of your reentry. If you do not return your Intent to Reenter Form by the deadline it will be assumed that you are no longer interested in enrolling in the Northwood Tech OTA program courses and your name will be removed from the reentry priority list.

8. Please note that while you may not be eligible to continue with core OTA courses at this time due to pre/corequisite requirements, you are still eligible to take general studies or elective courses required for graduation from the OTA program.

9. Students who withdraw will be asked by the Program Director to complete a short, Withdraw from the Occupational Therapy Assistant (OTA) survey. These results are compiled by the Program Director to assist with OTA program planning.

10. Each semester students must be enrolled in each 514-xxx course as outlined in the curriculum plan. OTA courses offered in each semester are corequisites of each other and must be taken concurrently and in the order outlined in the curriculum plan. If you drop a 514-xxx course, you must drop all 514-xxx courses in that semester. Dropping or failing 514-xxx courses will delay progression in the program. Coursework from each semester is required prior to beginning the next semester of OTA coursework.