



Department of Occupational Therapy

Policy 1.0. *Admissions Requirements*

POLICY PURPOSE

To delineate criteria for reviewing OT admissions applications and quantify the selection of a qualified class based on established selection criteria.

POLICY STATEMENT

Standard selection requirements will be used to review all OT applicants in a systematic manner.

PROCESS + PROCEDURES

1. The Student Affairs Committee will annually review and publicize selection criteria that will be used for reviewing all OT applications.
2. Minimum admissions criteria includes the following:
 - a. Academic criteria of an overall Grade Point Average of 3.0. Math/Science Grade Point Average of 2.8 minimum, GRE scores of 290 on GRE and a score of at least 3.5 on the written portion of the GRE.
 - b. Non-academic metrics such as favorable interview ratings, must be obtained.
 - c. The Department may consider candidates with lower GPA, based on extenuating circumstances, test scores (GRE), strengths in other areas such as interview scores, or other extenuating factors. Such considerations are made on a case by case basis with regard to the number of qualified applications. In such situations the student may be admitted on probation.
 - d. The Department may consider candidates with lower GRE scores, based on extenuating circumstances, GPA, strengths in other areas such as interview scores, or other extenuating factors. Such considerations are made on a case by case basis with regard to the number of qualified applications. In such situations the student may be admitted on probation.
 - e. Successful completion of the required prerequisite courses. See website for specified prerequisites for the respective graduate program. Transcript Appraisals will be conducted by AU Office of Academic Admissions. Transcript and course review may be conducted by the Director of Student Affairs and the Student Affairs Committee members as needed; determination of need is at the discretion of the Director of Student Affairs and Program Director will give final approval.
 - f. Each applicant will be required to submit a minimum of three references that will attest to the applicant's academic abilities and personal work characteristics. At



least one of these references must be from an occupational therapist. Family members and friends are not appropriate references.

- g. Interview dates will be established by the Student Affairs Committee members by September of each academic year. Candidates will be ranked based on all admission criteria. Competitive applicants may be admitted after each interview date if all criteria have been met.
- h. An example of the student's writing and reasons for seeking a degree in OT may be collected during the admission process.
- i. Applicants may be refused admission for non-academic reasons such as poor references and/or poor performance during the interview.
- j. Student Affairs Committee recommendation for admission into the OT program will be submitted to the Chair and Program Director with a summary of the data collected above.
- k. Students receiving credit for previous course(s) consideration is not a routine practice and requests for receiving credit for previous courses are reviewed on an individual basis. Previous courses descriptions, laboratory experiences, and fieldwork documentation are required for full consideration. All submissions must be equivalent to a course offered by the AU OT program; the course must be taken within 2 years prior to enrollment; a grade of B or better must be recorded or a "pass" on a pass/fail course; and the course is reviewed as acceptable by the OT Academic Affairs Committee. The student must meet all AU Department of OT admission requirements for consideration of receiving credit for previous course(s). All decisions are at the recommendation of the Student Affairs Committee, the Program Director, and the Chair. The Program Director and Chair will make the final decision. No more than 6 credit hours may be accepted from the previous institution.
- l. Applicants who have previously been enrolled in another Occupational Therapy program must meet the admission criteria for AU Department of OT. The applicant must also provide the Student Affairs Committee with a letter of good academic standing from the previous program's Department Chairperson or Program Director. Full disclosure of prior enrollment is expected throughout the admissions process.

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ACOTE STANDARDS: A.3.1., A.3.3., A.3.4.