

OZARKS TECHNICAL COMMUNITY COLLEGE

OTA 2.2

Transfer of Credits, Exam-Based Credit, and Advanced Placement

A. Purpose

To maintain compliance with Standard A.3.2 set forth by the Accreditation Council for Occupational Therapy Education (ACOTE)

B. Policy Connection

This connects to OTC Policy 2.04 Transfer and Exam-Based Credit.

C. OTA Program Procedure

Transfer of Credits

The Occupational Therapy Assistant program mandates that all general education coursework must be completed with a "C" or better in order to be transferred and credited. If a student earns a grade below a "C" in any general education pre-requisite course, the student will need to repeat the course before applying to the OTA program. All students admitted into the OTA Program must have a pre-requisite GPA of 2.5 or better. This policy holds true for coursework completed either at Ozarks Technical Community College or at another institution. Anatomy and physiology coursework must have been completed within the last 5 years in order to be credited.

Transfer of Credit (College Policy 2.04)

Applicants for admission, who have attended other colleges, universities, or technical institutes, are responsible for having an official transcript from each institution submitted directly to the Registrar's office. OTC shall evaluate credit from other institutions accredited by an agency recognized by the U. S. Department of Education. Questions concerning acceptance of college credit shall be directed to the Registrar.

Transfer of Credits from another Occupational Therapy or Occupational Therapy Assistant Program

Occupational Therapy Assistant (OTA) Program applicants who have taken OTA coursework outside of Ozarks Technical Community College (OTC) must submit an official transcript from all past colleges to the Office of the Registrar at OTC. Credit will only be given when earned from other institutions accredited by an agency recognized by the U.S. Department of Education.

Credit for General Education Pre-Requisites: The OTC Transcript Evaluator will determine any automatic transfer equivalencies for general education pre-requisites once transcripts are received.

Credit for OTA Program Courses

Coursework taken to fulfill the OTA requirements outside of OTC must meet all criteria of the OTA curriculum in regards to associate degree credit level, equivalent credit hours, and equivalent course competencies.

Students who are seeking credit for coursework, must also submit a full application packet to the OTA Program by the admission due date of April 15.

In addition to sending official transcripts to the registrar and completing the application packet, students must also submit documentation for previously completed OTA Courses to the Health Sciences office with their admission materials due on April 15. Documentation should include: 1) A course catalog description of any previously taken OTA course 2) Previous course syllabi with documentation of course objectives to assure that ACOTE accreditation standards and course competencies have been met. 3) Additional assignments, tests, or other documentation of competency may also be included. The student seeking credit is responsible for providing this information. Neither the OTA Program faculty nor the Health Sciences Office will seek out this information for the student.

Students should also provide a letter explaining their reasons for leaving the previous OTA Program, including documentation from the previous program that the student left for reasons other than disciplinary reasons. The OTA Program reserves the right to deny admission to any student who has been suspended or dismissed from any program at OTC or outside of OTC.

Transfer students must meet all of the criteria required by the OTC-OTA Program for Admission.

Students will be notified with all other admitting students regarding his/her acceptance into the program and decisions regarding any course credit that will be accepted.

Any OTA coursework taken more than 2 years prior to applying for the OTC program will not be counted for credit.

In the event that competency cannot be clearly determined, the OTA Program may ask students to take a written or practical examination to determine such competency before admission.

Previous OTA credits may be denied based on grade earned, lack of proof that accreditation standards have been met or if courses do not fall within the scope of the OTA Curriculum Design at OTC. Students may be asked to take specific courses within the OTC-OTA program in order to meet all necessary graduation and curriculum requirements.

In order for students to receive credit for previous OTA courses from another institution, the student must have earned a grade of "C" or better in each course.

Any coursework including a Level I or Level II fieldwork component must be repeated in its entirety while in the OTA Program at OTC.

Students admitted into the program must then take any necessary coursework in the sequence that has already been determined by the curriculum design by the OTA program at OTC.

The program requires that 24 of the final 32 semester credit hours required for the OTA Program be completed in residence at OTC, prior to the start of Level II fieldwork.

Exam-Based Credit

If an applicant seeks exam-based credit for general education courses, the student may do so under College Policy 2.04. Information related to exam-based credit can be found in the OTC Catalog.

For the purposes of applying to the OTA Program, any exam-based credit will be counted as college credit hours earned only and will not be counted toward pre-requisite GPA calculations for admissions.

OTA courses do not qualify for exam-based credit.

Advanced Placement

Any applicant seeking advanced placement for general education courses may do so at Ozarks Technical Community College. Information related to Advanced Placement can be found in the OTC Catalog.

For the purposes of applying to the OTA Program, any Advanced Placement credit will be counted as college credit hours earned only and will not be counted toward pre-requisite GPA calculations for admissions.

OTA courses do not qualify for exam-based credit.

Reviewed 3/15/22

Set for next review 3/15/24