

OZARKS TECHNICAL COMMUNITY COLLEGE

OTA 2.1

Admissions Criteria and Procedures

A. Purpose

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

B. Policy Connection

OTC is accredited by the Higher Learning Commission.

C. OTA Program Procedure

1. Applicant files will be maintained by the Health Sciences Program Specialist in the Online Application Portal from June 1 through the April 15 admission period each academic year.

2. Criteria for admission is:

- Pre-requisite GPA (23 hours) 60% of score
- Essay 10% of score
- References 10% of score
- Interview 20% of score

Additional points are given for:

- Attendance at at least one OTA informational session in the year prior to admission
- Previous degree completion (pro-rated for Associates, Bachelors, and Masters)

3. In order to be considered for admission, all students 1) must submit materials by the admissions deadline 2) must follow all application procedures 3) must demonstrate a 2.5 pre-requisite GPA.

4. Students readmitting with previous OTA courses must demonstrate a minimum of a 2.0 pre-requisite GPA in OTA Courses in order to be admitted.

5. Applicants may be enrolled in OTA prerequisites during the spring application period. Students are required to submit documentation of their midterm scores for spring classes prior to the admission deadline, in place of the final grade. Failure to provide documentation as requested will result in a zero score given for that portion of the scoring, which may affect student's position in the admission pool.

6. Between April 15 and May 1, the OTA faculty will access the Application Portal and score essays using the essay scoring rubric. Each essay will be scored by at least 2 faculty members and scores will be averaged. Scores will be entered into the Online Application Portal.

7. Applicant scores for GPA, previous degree and references will be entered into the Online Application Portal maintained by the Health Sciences Program Specialist after the April 15 deadline. The Program Director will review the scores and add the essay scores and additional points for advising attendance, from the session attendance sheets. Students will be marked ineligible for late submissions and pre-requisite GPA below 2.5. The students will be ranked by the Online Application Portal according to the pre-determined weight of the application items.

8. The top 40 students with the highest total scores after all data is entered will be accepted for an interview. If there are less than 40 applicants, all eligible students will be accepted for an interview.

9. Letters for regret or interview will be sent by the Health Sciences Program Specialist via the Online Application Portal by the end of the first week of May each year.

10. Interviews will be scheduled on a given date after semester finals in May (generally, the 3rd week of May). The OTA interview committee will conduct the station interviews. Members of the interview committee will include the OTA Program Director, OTA Academic Fieldwork Coordinator, full-time OTA faculty, and adjunct or part-time OTA faculty. The committee may also include members of the OTA alumni, members of the OT community at large, the Dean of Health Sciences, Health Sciences Clerical Staff, OTC Navigators, and/or Health Sciences Faculty. Every attempt will be made to host a minimum of 9 interview stations.

11. Each interview station will be scored independently by the interviewer and then added to the Online Application Portal by the Program Director. Each interview station will be based on one of the following areas:

- Problem Solving
- Communication
- Professional Preparedness

Any student receiving less than 50% of the total available score in two or more interview areas will be deemed ineligible for admission.

12. Each year, 24 students will be chosen for admission into the OTA Program based on the final scores of the admission process. This will include any returning students from the previous year who withdrew and applied for readmission. Every attempt will be made to notify students of the interview decisions by the first day of June each year. Letters for acceptance or regret will automatically be generated by the Online Application Portal once all scores are submitted and a final review has been conducted.

13. Students may be offered contingent admission if their scores rank them in the top 24 applicants, but they have not completed all of the pre-requisite courses. Students still taking pre-requisite courses during the summer semester prior to the OTA fall start will be given a zero score during admissions for any classes not completed, but could still be accepted on contingency, if ranked high enough in the initial scoring. These students would be required to complete all pre-requisites with a "C" or better prior to entering the OTA Program in the fall semester. Students not meeting this requirement would forfeit their admission for that year.

14. Up to five alternate applicants may be chosen from the pool after final scoring. The Online Application system will send a wait-list letter to all students who are placed on the alternate list. Starting with number one, alternates can be accepted into the class through the first week of classes, if another student forfeits their position.

15. Students not participating in the interview process at their scheduled time will not be eligible for admission. Failure to attend the interview with an unexcused (no call, no show) absence will result in an automatic disqualification for the OTA Program in any current or upcoming admission periods.

16. If the class maximum is not met by otherwise qualified applicants at any time in the process, the Application Committee may choose to review, interview, and/or accept applicants removed from initial consideration due to time or process factors. Files of students not accepted into the program will become inactive at the end of May each year. There is no limit to the number of times an applicant may re-apply.

17. The Online Application Portal will be unavailable in June/July each year, following the most recent admissions cycle. The portal will open again in August of each year for the next admissions cycle. Students may begin submitting materials at any time following the opening of the portal. Materials do not have to be submitted all at once, but must be completed by April 15 of the application year.

18. Admitted students will participate in a group orientation the week before classes start in August. OTA Faculty will conduct the in-person orientation, which will prepare students for all aspects of the OTA Program including Canvas introduction, lab orientation, scheduling, time management, and other important topics.

Reviewed 2/26/23; 4/4/24

Set for next review 2/26/25

Essay Scoring

Student Number: _____

Total Rubric Score: _____/33

	4 Outstanding	3 Meets all criteria	2 Meets some criteria	1 Poor Fit	0 Unacceptable
Influences/experiences which lead you to choose OTA	Student has clearly articulated some unique experiences, AS WELL AS shadowing, work experience in patient care, and volunteer experience listed under the #3 column	Student has shadowing hours, has worked in patient care in some capacity, AND has volunteer experience in a related area	Student has shadowing hours OR has worked in patient care OR has volunteer experience in a related area (but not all)	Student has not articulated examples of any of the following: shadowing, patient care experience, or volunteer experience	Student doesn't include this information, doesn't meet the criteria in any way, or information is inappropriate to the application
Long-term Career Goals: How does the profession fit with goals?	Student articulates a very specific professional goal beyond expected entry-level practice or Master's/ Doctorate in OT	Student articulates a goal for a specific practice area or skills he/she hopes to have AND/OR articulates plan to continue to Master's/Doctorate	Student articulates a goal for entry-level practice (expected) without specifics	Student articulates long-term goals unrelated to the profession of OT	Student doesn't include this information, doesn't meet the criteria in any way, or information is inappropriate to the application
Specific steps taken to learn more about the scope of OT	Student has gone above and beyond the typical methods to demonstrate awareness of scope of practice	Student has shadowing hours in more than one setting AND has read AOTA website OR OT Research; demonstrates clear awareness of scope of OT	Student has shadowing hours in more than one setting OR has read AOTA website OR OT Research	Student takes only general steps to know about OT	Student doesn't include this information, doesn't meet the criteria in any way, or information is inappropriate to the application

	4 Outstanding	3 Meets all criteria	2 Meets some criteria	1 Poor Fit	0 Unacceptable
Personal or professional strengths support effective function as an OTA student or COTA	Student shows outstanding insight into self and understands connection to OT; articulates all traits listed in #3	Student articulates all of the following: <ul style="list-style-type: none"> • Time management • Organization • Self-Directed Learning • Open to feedback/ideas • Friendly • Compassionate • (or similar traits) 	Student articulates some of the traits listed in #3	Student lists traits that are strengths but aren't particular to OT practice	Student doesn't include this information, doesn't meet the criteria in any way, or information is inappropriate to the application
Personal or professional challenges that may impact effective function as an OTA student or COTA	Student shows outstanding insight into self and understands connection to OT; articulates all traits listed in #3	Student articulates several, specific personal challenges and is accurately aware of how those challenges may impact their career as a COTA or time as a student	Student articulates 2-3 challenges but in a broad or general way	Student presents less than 2 challenges, answers are cliché	Student doesn't include this information, doesn't meet the criteria in any way, or information is inappropriate to the application
Professionalism	Student demonstrates high levels of professionalism in spelling, grammar, tone of writing, and attitude toward self and others.	Student demonstrates adequate professionalism in spelling, grammar, tone of writing, and attitude toward self and others	Students demonstrate minor issues with professionalism.	Students demonstrate major issues with professionalism.	Students demonstrate inappropriate behaviors or attitudes that are not conducive to the work of a COTA