

Occupational Therapy Admission Policies and Procedures

APPLICATION PROCEDURES

The Occupational Therapy Admissions Committee selects students for admission after they have met the general Tuskegee University requirements for admission to the Graduate Program. Tuskegee University offers a 3+2 program. For students beginning as freshmen, 3 years of undergraduate course work is required and 2 years of graduate work. Prior to the end of their third year, students must make application to the graduate phase of the program. Admission is not automatic. Applicants may start as a freshman or sophomore at Tuskegee University or come as a transfer student with a maximum of 80 hours of allowable, undergraduate transfer credit from an accredited college or university. Students transferring to the program with a Bachelor's degree will be exempt from the university's orientation, physical education, and English Proficiency Exam requirements.

* For additional information please refer to the Graduate Handbook.

Pre-Professional Program

All students must meet the following criteria to gain admission to the Master of Science program in occupational therapy. All pre-professional students must be admitted to the University through the Admissions Office. Admission to the pre-professional or undergraduate curriculum is designed to develop foundational knowledge necessary for entry to the professional or graduate phase of the program. Upon completion of 3 years in the pre-professional phase, students then apply for admission to the graduate/professional phase of the program. Admission to Tuskegee University as a pre-occupational therapy major does not include admission to the graduate or professional program.

Students who apply to the program as incoming freshmen must have the following requirements:

- **High School GPA: 3.0 on a 4.0 scale**
- **SAT: 1000 or Above**
- **ACT: 21 or Above**

Transfer students without a degree applying to the Occupational Therapy Program must have the following requirements:

- **Cumulative GPA 3.0 on a 4.0 scale**
- **SAT: 1000**
- **ACT: 21**

Transfer students with a degree applying to the Occupational Therapy Program and do not have the required prerequisites may apply to the program in the pre-professional phase and complete prerequisites. Students must also have the following requirements:

- **Cumulative GPA 3.0 on a 4.0 scale**
- **Bachelor's or higher degree in a related area**

Pre-Professional Course Requirements:

Course	Semester Hours
English Composition I	3
English Composition II	3
Advance Writing	3
Public Speaking	3
College Algebra & World Civilization	4
World Civilization II	3
General Biology	3
Individual Development I & II (College orientation)*	1 or 2
Introduction to Computer Science	3
Physical Education (2-1 credit courses)*	2
Elementary Physics I	3
Elementary Physics I Lab	1
Student Success for Health Science Majors (2 courses)*	2
Health Care Systems	2
Medical Vocabulary	2
Introduction to Psychology	3
Human Development	3
Abnormal Psychology	3
Statistics	3
Introduction to Sociology	3
Philosophy	3
General Chemistry	3
General Chemistry Lab	1
Anatomy & Physiology I	4
Anatomy & Physiology II	4
Gross Anatomy Lab	2
Art or Music Appreciation	2
Political Science/Business Elective	3
Foundations of Occupational Therapy (+)	3
Occupational Therapy Performance & Media (+)	3
Occupational Therapy Performance & Media Lab (+)	1

***Transfer students with Bachelor's or higher degree are exempt from these courses. Transfer students without a degree who transfer 30 credit hours or more will be required to take only 1 credit hour of orientation. (+) Occupational therapy courses must be taken at Tuskegee University. (Revised 9/20/13)**

(No grade below "C" will be accepted for graduate credit. Applicants must have an overall CGPA of 3.0 on a 4.0 scale for admission to the professional/graduate phase of the program.

The Professional Program

Applications for the professional or graduate program must be requested from the Occupational Therapy Program. To obtain application forms, prospective students should write to:

Tuskegee University
Occupational Therapy Program Director
School of Nursing and Allied Health
John A. Kenney Hall, Room 71-266
Tuskegee, AL 36088

New students and transfer students should also apply for admission to Tuskegee University. An application may be obtained on-line at www.tuskegee.edu or from:

Tuskegee University Office of Admissions
Margaret Murray Washington Hall
1200 W. Montgomery Rd.
Tuskegee, AL 36088

Transfer Students

Students who enter Tuskegee University from other colleges and universities with or without a bachelor's degree must:

- Successfully complete prerequisite courses with a cumulative grade point average of 3.0 or higher on a 4.0 scale.
- Submit an official transcript from all colleges and universities attended. Transcripts should be sent to Tuskegee University Admission Office at the above address. Each transcript should bear the signature of the registrar, the seal of the granting institution, the years of attendance, courses taken, grades received, and the degree, diploma, or certificate conferred (if applicable). *These transfer credits cannot exceed 80 credit hours.* Occupational therapy professional courses taken at other institutions are not transferable. Courses with a grade lower than "C" and pass/fail courses are also not transferable.
- Be eligible to re-enter the last institution attended.
- Meet Tuskegee University's general education requirements for graduation including occupational therapy introductory courses offered in the third (3rd) year of the pre-professional program.
- Complete all other application procedures as required below.

Other Application Procedures

1. A cumulative grade point average of 3.0 on all course work attempted is a pre-requisite for admission to the 4th year or graduate phase. Students with a cumulative 2.7 grade average may be admitted (if space is available) as a conditional graduate student. If a student is accepted on a conditional basis, a minimum of nine hours of graduate course work must be completed during the first term of the graduate program with a minimum average of 3.0 for admission to full graduate status.
2. Demonstration of knowledge concerning yourself and the occupational therapy profession by submitting:
 - a. An essay (2-3 paragraphs) detailing the reasons the applicant desires to become an occupational therapist (i.e. your philosophy, life goals, knowledge of the field, etc.).
 - b. An autobiographical sketch of approximately 250 words(describe birth history, early life, family members, schools attended, family life and other events that shaped you as a person).
 - c. Documentation of a minimum of 40 hours of first hand observation or work experience in occupational therapy. This experience must be substantiated in writing by a registered/licensed occupational therapist.
3. Three recommendations from persons acquainted with the applicant's ability to be successful in a graduate program. One recommendation must be completed by a community leader and two completed by members of the academic community. This information should be submitted on the required forms located in the admissions package.
4. A personal interview with the Occupational Therapy Admissions Committee and a minimum score of 75% on the interview (average of at least two evaluators). Applicants must interview on site in the department's designated areas unless prior approval has been obtained for another type or location of interview.
5. Submission of scores on the Graduate Record Examination (GRE) from the aptitude portions of the test (verbal and quantitative) of 156 and above is required prior to admission. Applicants doing pre-professional work at Tuskegee University will be required to report GRE scores during the beginning of the third year of course work and prior to applying to the professional (or graduate) phase. Students transferring to the program should submit GRE scores (not older than 5 years) as a part of their application materials.
6. Preference for admission will be given to applicants who have completed all prerequisite courses by the end of the summer session prior to their admission to the graduate program. The graduate program begins *only* in the fall semester of every year.
7. A criminal background check (CBC) is required for all applicants. A *CBC* must be completed before admission to the graduate program and prior to fieldwork placements. Applicants will be notified of the required information and fees associated with this service.
8. Applications for the graduate program should be submitted by January 15 of the year in which applicant plan to enter the program.
9. Additional standardized tests may be administered to all applicants as a part of the admissions process.

Acceptance Policy

After applying to the occupational therapy program the applicant will be notified of their acceptance status. If the applicant is not presently enrolled at Tuskegee University, he or she will be asked to submit a non-refundable application fee to the university. The Occupational Therapy Admissions Committee will consider several factors in making its decision for admission of a student. Criteria such as cumulative grade point average, prior experiences, recommendations, personal interviews, and GRE scores will be considered as part of the Committee's decision to accept an applicant for the graduate program of study.

Residence and Credit Hour Requirements

The occupational therapy graduate program requires a student to be in residence at least two academic years as a regular graduate student including the satisfactory completion of all credit hours of graduate coursework in order to complete requirements for a professional Master's degree in occupational therapy.

Admission to Candidacy

Admission to the graduate program in occupational therapy does not automatically qualify a student as a candidate for the Master's degree. The request for admission to candidacy should be filed by the student with the assistance of the major professor after the completion of the 4th year of course work or thirty (36) semester hours of graduate credit and in accordance with the dates published in the University Calendar. To achieve candidacy, the student must:

1. Satisfy all requirements for matriculation as a graduate student.
2. Possess a Cumulative Grade Point Average (CGPA) of at least 3.00 (The grade point average is computed for all **graduate courses** taken while enrolled at the University—whether the courses are in the student's current curriculum or not.)
3. Submit the following information with 6 signed originals on the appropriate application form and through the major professor and College Dean to the Dean of Graduate Programs:
 - A complete list of all graduate courses (with grades) completed in residence at Tuskegee University.
 - A copy of the official transcript.
 - A list of courses that satisfies the course requirements for the degree.
 - Approval by the major professor of courses selected, and place of research project.
4. Present scores on the Aptitude Test of the Graduate Record Examination.
5. Satisfy any additional requirements which may be specified by the college, department or both.
6. Obtain approval of admission to candidacy by the College Dean and the Dean of Graduate Programs.

All applications for candidacy should follow the standard procedures as described in the Tuskegee University Graduate Handbook for Academic Regulations and Procedures except the *thesis* requirement.

Non-Thesis-Comprehensive Examination for the Master of Science Degree

This program offers a non-thesis Master's degree. However, each candidate for the degree in occupational therapy must complete a detailed research project and pass a computerized, comprehensive examination in occupational therapy. In addition, an oral examination will be required by the Comprehensive Examination Committee. Students will be required to pass with a minimum score of 75% on the comprehensive examination in order to be eligible for graduation and Level II fieldwork.

Level II Fieldwork (Clinical Internship)

After completion of the didactic portion of the program, the occupational therapy major is required to complete six (6) months of full-time fieldwork in occupational therapy within 24 months after completing their coursework, to be eligible to sit for the National Board for Certification in Occupational Therapy (NBCOT) examination. The student is responsible for providing his/her traveling and living expenses for fieldwork. Graduates must receive a passing score on the "Fieldwork Performance Evaluation" for Level II fieldwork in order to receive approval from the Program Director to take the NBCOT certification examination. *A felony conviction may affect a graduate's ability to sit for the certification exam or attain state licensure.*

Program Costs and Fees

Fees for occupational therapy courses will vary and are charged per course at registration. The total lab fees for 5 semesters of didactic work are approximately \$600. Other professional program fees in addition to tuition and living expenses include books (\$900); clinical uniforms with patches and name tags (\$115); transportation to off campus Fieldwork I sites (\$200); and AOTA and other professional fees (\$100). For 6 months full time fieldwork placement (Level II) and some Level I sites, students have costs for round trip transportation to sites (\$200-\$500); room and board at sites (\$3,000); criminal background check (\$70); and Health and safety requirements at sites [CPR, medical exam, TB screening (\$85-\$100)]. All fees are estimated and are subject to change without notice due to market fluctuations in housing, transportation and health care

TUSKEGEE UNIVERSITY
SCHOOL OF NURSING AND ALLIED HEALTH
OCCUPATIONAL THERAPY PROGRAM
MASTER OF SCIENCE CURRICULUM (3+2)

Undergraduate Curriculum Based On General Core (Pre-professional)
Revised 06/13/2013

FIRST YEAR

First Semester

Course	Title	Credits
ENGL 0101	Composition	3
MATH 0107	College Alg & Trig I	4
BIOL 0111 or 0112	General Biology I/II	3
HIST 0103	World Civilization I	3
OREN 0100	Indiv. Dev & Growth	1
PHED	Elective	1
HLSC 0100	Student Success for Health Care Majors	1

Total **16**

Second Semester

Course	Title	Credits
ENGL 0102	Composition	3
HIST 0104	World Civilization II	3
PSYC 0270	Intro to Psych	3
SOCI 0240	Intro Socio	3
OREN 0101	Indiv. Dev & Growth	1
PHED	Elective	1
HLSC 0101	Student Success for Health Care Majors	1

Total **15**

SECOND YEAR

First Semester

Course	Title	Credits
CHEM 0221	Gen. Chemistry	3
CHEM 0223	Lab	1
ANPH 0201	Anat & Physio I	4
ENGL 0201	Adv. Writing	3
POLS/BUSN	Elective in Business or Political Science	3
+FPAR 0101	Art Appreciation or Music	2

Total **16**

Second Semester

Course	Title	Credits
PHYS 0301	Elem. Physics I	3
PHYS 0303	Lab	1
CSCI 0100	Intro Computer	3
PSYCH 0377	Human Dev.	3
ANPH 0202	Anat & Physio II	4
HLSC 0201	Sophomore Seminar II	1

Total **15**

+ FPAR 0105 or FPAR 0110 may be substituted for FPAR 0101

THIRD YEAR

First Semester

Course	Title	Credits
PSYCH 0567	Abnormal Psych	3
HLSC 0303	Medical Vocabulary	2
OCTH 0311	Foundations of Occupational	3
OCTH 0312	Occ. Perf. & Media I	4
OCTH 312L	Lab	1
HLSC 0209	Health Care Systems	2

Total **15**

Second Semester

Course	Title	Credits
HLSC302L	Gross Anatomy Lab	2
OCTH 0315	Occupation, Community Health & Wellness	3
ENGL 0327	Public Speaking	3
PHIL (Approval from Advisor)		3
PSYCH 0306	Psychological Statistics	3

Total **14**

The GRE must be taken prior to or during the 3rd year. Completion of the indicated courses with a grade of "C" or higher is a prerequisite for admission to the graduate phase curriculum. "D" grades are unacceptable. Overall CGPA must be 3.0 for eligibility for the graduate phase. This curriculum is subject to revision pending approval by Tuskegee University's administration, and the Provost for Academic Affairs.

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SCHOOL OF NURSING AND ALLIED HEALTH
OCCUPATIONAL THERAPY PROGRAM
MASTER OF SCIENCE CURRICULUM (3+2)

Revised 06/13/2013

FOURTH YEAR

<u>First Semester</u>				<u>Second Semester</u>			
Course		Title	Credits	Course		Title	Credits
HLSC 0521		Ethics & Interprofessional Health Care	3	OCTH 0520		Community Serv./ Seminar II	2
OCTH 0516		Functional Kinesiology	3	OCTH 0518		Behavioral Health & OT Process	4
OCTH 516L		Lab	1	OCTH 0518L		Lab	1
HLSC 0512		Neuro Basis Rehabilitation	3	OCTH 0517		Adult Physical Dys & OT Process	4
OCTH 0519		Community Serv. / Seminar I	2	OCTH 0517L		Lab	1
OCTH 0501		Graduate Seminar I	1	OCTH 0510		Introduction to Research	3
				OCTH 0502		Graduate Seminar II	1
Total			13	Total			16

SUMMER SESSION

Course		Title	Credits	Course		Title	Credits
OCTH 0621		Organization & Adm.	3	OCTH 0622		Research Project I	2
				OCTH 0600		Graduate Seminar III	1
Total			6				

FIFTH YEAR

<u>First Semester</u>				<u>Second Semester</u>			
Course		Title	Credits	Course		Title	Credits
OCTH 0617		Leadership & Prof. Role Dev.	3	OCTH 0614		Older Adults & OT Process	4
OCTH 0610		Environmental Modifications	3	OCTH 0614L		Lab	1
OCTH 0612		Pediatric Dys & OT Process	4	OCTH 0618		Contemporary Practice in OT	3
OCTH 612L		Lab	1	OCTH 0618L		Lab	1
OCTH 0630		Fieldwork I & PBL Seminar III	2	OCTH 0632		Capstone&Evidenced BasedPractice	3
OCTH 0624		Research Project II	2	OCTH 0631		Fieldwork I & PBL Seminar IV	2
OCTH 0601		Graduate Seminar IV	1				
Total			16	Total			14

SUMMER SESSION

OCTH 0652		Level II Fieldwork (A)	1
OCTH 0752		Continuous Registration (as needed)	0
OCTH 0754		Candidate for degree	0

FALL SESSION

OCTH 0653		Level II Fieldwork II (B)	1
OCTH 0752		Continuous Registration (as needed) (as needed)	0
OCTH 0754		Candidate for degree	0

No grade below “C” will be accepted for graduate credit. A graduate student must maintain a “B” (3.0) average in all work included in the program of study as outlined for the degree. No more than 6 semester hours of “C” grades are allowed.

FIELDWORK (Level II)

Two (3 months) fieldwork rotations are required after didactic requirements have been met. Students must enroll for FWII (OCTH 652-A & OCTH 652-B) and schedule rotations within 24 months after didactic requirements are met.

Candidacy for the Master of Science degree

Admission to the graduate program does not qualify a student for the degree. The request for admission to candidacy must be filed by the student after the completion of 36 graduate semester credit hours and in accordance with the dates published in the University Calendar. Refer to Tuskegee University’s Graduate Programs Bulletin.

Non-Thesis (Research Project) & Exit Exam

This is a non-thesis Master’s, but students must score a 450 (75%) on the NBCOT Practice Exam, and complete a research project in occupational therapy and an oral defense as approved by the department.

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