



OCCUPATIONAL THERAPY DEPARTMENT ADMISSION POLICY

Mount Mary University's Occupational Therapy Program **offers two entry level tracks** designed for individuals who want to become a certified (registered) occupational therapist (OTR). Students can choose the Master of Science (M.S.) in Occupational Therapy Program or the entry-level Occupational Therapy Doctoral Degree Program (OTD). The submission of application materials will be for consideration of admission to **either** of the accredited programs (M.S. or OTD). All admitted students will have the option of choosing their track. While the department will request that students provide early indication of the intended option, final selection will not be required until the second semester of the program.

Mount Mary uses the Occupational Therapy Centralized Application Service (OTCAS). All application materials are submitted directly into the OTCAS system and all documents and instructions are found within the system. <https://otcas.liaisoncas.com>

Please contact Graduate Admissions (414-930-3049 or mmu-gradinfo@mtmary.edu) with questions about requirements or for guidance with application steps

*Any current Mount Mary University undergraduate or direct entry student can contact the Occupational Therapy Department (mmu-ot@mtmary.edu or (414) 930-3059) with questions or for guidance with application steps.

ACADEMIC PREPARATION/ PREREQUISITE COURSES

Occupational therapy is based on the foundation of communication skills, behavioral science, and biological science. The following prerequisite courses are considered indicators for successful completion of more complex courses within the occupational therapy curriculum. A student **must** demonstrate adequate academic preparation for courses in the major by meeting the following academic standards:

Prerequisite Course	Grade Requirement
Behavioral Science	
• Developmental Psychology (Must be a lifespan course. Child Psychology alone will not meet this requirement)	B
• Psychopathology/Abnormal Psychology	B
Biological Science	
• Human Anatomy/ A & P I	BC
• Human Physiology/ A & P II	BC
Foundational Skills	
• Statistics	B
• Physics	BC

*Medical terminology is highly recommended

A person who is taking prerequisite courses at other institutions is strongly encouraged to request guidance about which courses will transfer as equivalent to prerequisite requirements. Some courses may not meet the requirements for transfer, therefore pre-approval is encouraged. The last 60 credits earned at all colleges attended will be reviewed and GPA calculated on prerequisite coursework to determine recent academic history (GPA) and eligibility. A 3.0 on a 4.0 scale is required.

Note: Courses that are older than 10 years will not be transferred and must be repeated. Students may **retake** a prerequisite course **one time** in order to meet the grade requirement. If the above specified prerequisite grade standard is not attained upon one retake, a student is no longer eligible for admission to the Occupational Therapy program.

English Language Learners (ELL or ESL) Applicants

Applicants who were educated outside of the United States with primary language other than English need to meet established criteria for acceptance into the Occupational Therapy program. ESL applicants must submit official Test of English as a Foreign Language (TOEFL) scores as part of the application process. Applicants who have earned a bachelor's degree from an accredited U.S. college or university are waived from submitting TOEFL scores. TOEFL scores will not be accepted if older than two years. The Occupational Therapy program follows the National Board for Certification in Occupational Therapy (NBCOT) guidelines in determining minimum TOEFL scores. This includes:

- Total score: 89 with the following minimum section requirements:
- Reading: 18
- Speaking: 26
- Listening: 21
- Writing: 24

The program will also accept International English Language Testing System (IELTS) scores in lieu of TOEFL scores. However, the student must meet the equivalent scores to the TOEFL in order to demonstrate proficiency for admission.

SUBMISSION OF APPLICATION MATERIALS

Personal skills of problem solving and communication are necessary for occupational therapy practice. Additionally, the attitudes of altruism and integrity are foundations for developing professional ethical standards. These attitudes include demonstrating genuine interest in others and being honest about oneself and others. A student must demonstrate adequate personal skills for the program by completing the following application materials.

- Personal Statement in OTCAS
- Recommendation/Evaluation in OTCAS (3)
- Experience or exposure with occupational therapy: This can occur by completing one of the following:
 - Shadow a registered occupational therapist (Form A Verification and Form B Reflection)
 - Complete the ClinEdWeb module: <https://www.clinedweb.com/courses/intro-to-ot-observation-hours>
 - OT orientation course (OCT 101)

Lack of honesty in relation to academic or personal preparation will result in the applicant being ineligible for admission.

- Application materials may not be older than **two years**.

Completed applications will be reviewed for an admission decision at the next scheduled application review date, which is held every January (following the January 15th application materials due date). Applications are scored by a committee using a point system (explained below). Qualified applicants will be admitted to a cohort group **only if space is available**. If capacity is reached, a limited waitlist will be started and waitlisted applicants can request to be reviewed again at the next application review date if no seat becomes available. If all seats are not filled after the January reading then a **rolling admission** will be considered for additional applicants up until the start of the semester. An application may be considered a maximum of **two times**. Any applicant not admitted after two readings will be considered ineligible for admission.

DETERMINING RANK ORDER FOR ADMISSION

A point system will be utilized to rank applicants. The Occupational Therapy Department Admissions Committee reviews admission materials and assigns points based on a rubric. Points are awarded based on performance in academic preparation and personal preparation. For example, point considerations may include, but are not limited to:

- Applicants with a higher grade point average receive more points than applicants with a lower grade point average.
- Applicants whose written statements show personal insight, professional writing ability, and understanding about occupational therapy receive more points.
- Applicants with strong performance in prerequisite courses (without retakes) receive more points.
- Applicants who have completed courses at Mount Mary University receive additional points, with more points awarded for higher course credit totals completed at Mount Mary.

If two applicants receive the same number of points, the overall GPA on prerequisite courses will be used to determine the rank order.

A cohort of up to 48 students will be admitted to begin the program(s) each summer (June). The accepted students will be comprised of those with an intention to complete the entry level M.S. or the entry level OTD. The numbers in each group (M.S. or OTD) will represent student preference/choice and will not be determined in advance. The rank order will not be impacted by M.S. or OTD program intention and all applicants will be assessed using the same criteria.

Applicants will be notified via email once decisions are made in one of the following categories:

- Full Acceptance
- Acceptance on Conditional (conditional on completing specific criteria successfully) or Probationary Status
- Waitlisted (limited numbers of applicants will be waitlisted only)
- Denied due to failure to meet criteria for admission
- Denied due to capacity (waitlist is full – can request to be reconsidered for admission to a cohort group the following year)

Questions regarding the application process and admission to Mount Mary University's Occupational Therapy Program can be directed to the O.T. Department at 414-930-3059 or mmu-ot@mtmary.edu or the graduate admissions office at 414-930-3049 or mmu-gradinfo@mtmary.edu.

Accreditation

Master of Science (M.S.):

The entry-level occupational therapy master's degree program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is www.acoteonline.org. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Students must complete 24 weeks of Level II fieldwork within 24 months following completion of the didactic portion of the program.

Occupational Therapy Doctorate (OTD):

The entry-level occupational therapy doctoral degree program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is www.acoteonline.org. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Students must complete 24 weeks of Level II fieldwork and an individual 14-week capstone experience within 24 months following the completion of the didactic portion of the program. The doctoral capstone experience must be completed by 12 months from the time the student is eligible to begin the doctoral capstone experience. The doctoral capstone experience must be started after completion of all coursework, Level II fieldwork and preparatory activities defined in 2023 ACOTE OTD Standard D.1.3.