



OCCUPATIONAL THERAPY DEPARTMENT ADMISSION POLICY

Mount Mary University's Occupational Therapy Program is in the initial stages of transition to an entry-level Occupational Therapy Doctorate (OTD) program. We are currently in the application process and have submitted a Letter of Intent to The Accreditation Council for Occupational Therapy Education (ACOTE). Beginning January 16 2019, the submission of application materials will be for consideration of admission to the proposed OTD program, which is projected to begin in August of 2020. Final approval for admission to the OTD program is contingent upon ACOTE approval and is projected to be December 2019. The entry-level master's program remains accredited throughout the transition timeline.

The admission process remains relatively unchanged; however, additional prerequisites (see next page) and the elimination of the bachelor's degree in Occupational Therapy Studies are the notable updates. All students wishing to apply will need to have all prerequisites and application materials completed prior to the deadline and completion of a bachelor's degree prior to beginning the OTD program.

Although some occupational therapy programs use the Occupational Therapy Centralized Application Service (OTCAS) system, Mount Mary chooses to establish an individualized relationship with applicants to help them confirm that the program's mission and focus is consistent with the applicant's preparation and goals.

PROCESS

The admission process for Mount Mary University's Occupational Therapy Program consists of two steps: 1) initial eligibility and 2) submission of application materials. Applicants **must** pass initial eligibility before they can be considered for admission to the program.

STEP ONE: INITIAL ELIGIBILITY

The purpose of the Initial Eligibility Review (IER) process is to review a student's academic performance to date, determine GPA, and identify which prerequisite coursework is still needed (if any) to be eligible for admission to the program by January 15th each year. Initial Eligibility Reviews are required for all applicants outside of the university to determine exactly which courses will be accepted as prerequisites.

Students submit IER materials, which include an application form and all official college transcripts. The online application can be found at the following link and all official transcripts can be sent to the address or email below. Any questions can be directed to the appropriate office below via phone or email.

Graduate Admissions Office

Phone: 414-930-3049

Email: mmu-gradinfo@mtmary.edu

1. Apply online using the graduate student application at:

<https://my.mtmary.edu/ICS/Admissions/>

2. Send all official transcripts to:

Mount Mary University
Graduate Admissions Office
2900 N. Menomonee River Pkwy
Milwaukee, WI 53222-4597

or electronically to:

mmu-admissop@mtmary.edu

Initial application materials (application form and transcripts) are reviewed at the beginning of each month. Applicants receive an email confirmation regarding their initial eligibility decision for admission to the program, and if applicable, remaining prerequisites. **Receiving notice of initial eligibility is not a guarantee of admission to the program.** If found ineligible for admission, applicants will be notified via mail or email. Applicants not initially eligible do not move forward in the application process.

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 difficult courses within the occupational therapy curriculum. For example, a student attaining a grade of BC or better in Physiology will be adequately prepared to successfully complete OCT 536: Neuroscience for Rehabilitation. A student **must** demonstrate adequate academic preparation for courses in the major by meeting the following academic standards:

Prerequisite Course	Grade Requirement
Behavioral Science	
• Introductory Psychology	B
• Developmental Psychology (Must be a lifespan course. Child Psychology alone will not meet this requirement)	B
• Psychopathology/Abnormal Psychology	B
• Cultural Anthropology or Introductory Sociology	B
Biological Science	
• Human Anatomy	BC
• Human Physiology	BC
• Medical Terminology	B
Foundational Skills	
• College Composition II	B
• Statistics	B
• Oral Communication/Public Speaking	B
• Physics	BC
• Orientation to Occupational Therapy*	B

*The Orientation to Occupational Therapy course or equivalent is highly preferred by the admission committee and completion will provide applicants additional points in the application scoring process. While the course is not required for inclusion in the application process, students gain knowledge and understanding that may allow for greater insight when completing application materials.

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.

Additionally, all students must maintain a cumulative grade point average (GPA) of 3.0 or above (based on a 4.0 point grade system). The last 60 credits earned at all colleges attended will be calculated to determine recent academic history (GPA) and eligibility.

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 a student receives an IER denial decision due to low prerequisites or GPA a student may request consideration for a second eligibility review with new academic history. 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 as a Second Language (ESL) Applicants

Applicants who use English as a second language (ESL) 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. 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.

Applicants who have earned a bachelor's degree from an accredited U.S. college or university are waived from submitting TOEFL scores.

STEP TWO: SUBMISSION OF APPLICATION MATERIALS

Personal skills of problem solving and communication are necessary for occupational therapy practice. Problem solving skills include the ability to identify difficulties and generate solutions. Communication includes the ability to interact effectively with others and show empathy for persons who have illness or disability. The attitudes of altruism and integrity are foundations for developing professional ethical standards. These attitudes include demonstrating genuine interest in helping others and being honest about oneself and others. A student must demonstrate adequate personal skills for the program by completing the following application materials after passing initial eligibility:

- Application narrative
- Two recommendation forms
- Four hours of shadowing a registered occupational therapist (Form A Verification and Form B Reflection)
- Ten hours of human service (Form A Verification and Form B Reflection)

Lack of honesty in relation to academic or personal preparation will result in the applicant being ineligible for admission. All materials can be mailed or emailed to the following:

Mount Mary University Graduate Admissions Office 2900 N. Menomonee River Pkwy Milwaukee, WI 53222-4597 mmu-admissop@mtmary.edu Applicants will be given a user name and password from the Admissions Office to confirm online that application materials have been received.
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Note: Application materials are date stamped upon receipt. Application materials may not be older than **two years**.

Upon completion of an Initial Eligibility Review and **successful** completion of **all** prerequisite coursework, submission of all application materials an applicant is considered finished with the application process. 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.

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 narrative and reflection 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 amount of points, the overall GPA on the last 60 credits earned will be used to determine the rank order.

A cohort of 48 students will be admitted to begin the program each fall (August). **In recent years, we have received more eligible applications than we have seats available for a cohort group.** Although every attempt will be made to notify applicants of admission to the fall cohort group within one month after the deadline, unforeseen delays may occur in the application review process. Applicants will be notified via mail or email once decisions are made.

Applicants will also be notified about their admission status in the occupational therapy program as one of the following:

- Full Acceptance
- Acceptance on Conditional or Probationary Status (conditional on completing specific criteria successfully)
- 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)

Applicants who are waitlisted and do not receive a seat in the fall cohort group can request to be placed back into the applicant pool for the next application read. A seat will not be automatically provided for a future cohort group. Please contact graduate admissions office at 414-930-3049 or mmu-gradinfo@mtmary.edu to be placed back into the applicant pool. An application may be considered a maximum of **two times**. Any applicant not admitted after two readings will be considered ineligible for admission.

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 (for graduate students only) at 414-930-3049 or mmu-gradinfo@mtmary.edu.