

Approval Chart for Curriculum Changes

A = Approve I= Information Item¹ R= Advise & Respond²

Course Number _____ or Degree Plan(s) **MSOT and OTD**

State the requested change and reason. A memo may be attached if more space is necessary.

The admissions requirements for the MSOT and OTD currently require applicants to have all anatomy and physiology coursework complete at time of application. The application deadline has been moved up to November 15 (From Dec 15 in past years) in an effort to better align with other regional OT programs. Because of this, students who were able to apply in the past would now not be eligible to apply to our program, which could cause a loss of qualified applicants. There is no accreditation requirement or other need to have this as an admission requirement. Applicants must submit an academic transcript update as prerequisites are completed prior to their matriculation in the OT program(s). The admission requirement would continue to require all but 6 hours of prerequisites to be completed however will no longer single out anatomy and physiology as coursework that must be completed by the application deadline, it will be treated as any other prerequisite course and can be completed by the time of matriculation into the program.

Additionally, the OT Common Application System (OTCAS) requires all applicants for any program to upload three recommendation letters. Our requirements state the applicant must only have two letters, which is a cause for confusion to many applicants. We are unable to change the OTCAS requirements and would like our basic requirements to match.

The final change is a removal of wording that is incorrect in stating that the program provides CPR training.

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

		COUNCIL ³						
		Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD
Change to a Course								
1.	Title (description unchanged)	A	A	A		I		I
2.	Description (not affecting content)	A	A	A		I		I
3.	Course term(s)	A	I	A		I		I
4.	Content (substantive change)	A	A	A		I		A
5.	Number of hours (lecture, lab, contact)	A	A	A		A		A
6.	Course number within the hundred	A	A	I		I		I
7.	Course number beyond the hundred	A	A	A		A		A
8.	Prerequisites	A	A	A		I		I

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	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	Faculty	President	Board of Trustees
1.	University Requirements — Change in approved course content ⁶	A	A	A		A			A	--	A	--
2.	University Requirements — Add or drop a required course from the University Requirements chart ⁶	A	A	A		A			A	A	A	--
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	--	--		A			A	--	A	--
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A		A			A	A	A	--
5.	Major — Revision of major ^{4,5}	A	A	A		A			A	--	A	--
6.	Major — Adopt or change admission requirements	A	A	A		A			A	--	A	--
7.	Major — Add ^{4,5}	A	A	A		A			A	A	A	I
8.	Major — Discontinue (proposed by the department or college)	A	A	A		A			A	A	A	I
9.	Major — Discontinue (proposed by the Provost)	See below.										
10.	GPA — Revise major or cumulative requirement	A	A	A		A			A	A	A	--
11.	Minor — Revise course selection	A	A	A		I			I	--	I	--
12.	Minor — Add	A	A	A		A			A	--	A	--
13.	Minor — Discontinue (proposed by the department or college)	A	A	A		A			A	--	A	--
14.	Minor — Discontinue (proposed by the Provost)	See below.										
15.	Degree — Add	A	A	A		A			A	A	A	I
16.	Degree — Discontinue (proposed by the department or college)	A	A	A		A			A	A	A	I
17.	Degree — Discontinue (proposed by the Provost)	See below.										
18.	Any change to a graduate degree program	A	A	A		A			A	--	A	--
9.	Course fee(s)			A	--	A		--		A	I	
10.	From U to G or G to U			A	A	A		A		A	I	
11.	Cross list with another department: U or G level			A	A	A		A		A	I	
12.	Department of record			A	A	A		A		A	I	
13.	Open or close a course			A	A	A		A		A	I	
14.	New course — See website for application and process. This change includes combining or splitting a course(s).			A	A	A		A		A	I	

Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

COUNCIL³

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COUNCIL³

COUNCIL³

	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	Faculty	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--		A		A	A	A
2.	Admission requirements	--	--	--		A		A	A	A
3.	Policies governing academic probation and suspension	--	--	--		A		A	A	A
4.	Requirements for graduating with honors	--	--	--		A		A	A	A

¹ Councils may request additional information about "Information" items. These items are approved as "Consent Agenda."

² The Dean and Department should respond to the Provost's recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

³ All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

⁴ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

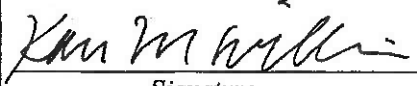
⁶ Courses that satisfy ACU's University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and "not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession" (SACS 2.7.3). Departments may request exceptions to the first three criteria.

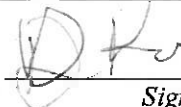
⁷ The UUAC approved the clarification that "general requirements for graduation" means the enumerated items in the "General Requirements for Bachelor's Degrees" section of the catalog.

Revised 8-26-19

	Provost-Proposed Change	Provost	Department	Dean	TEC	UUAC	Graduate	Faculty	President	Board of Trustees
1.	Major/Graduate Program – Discontinue (proposed by the Provost)	A	R	R		A		A	A	I
2.	Minor – Discontinue (proposed by the Provost)	A	R	R		A		--	A	--
3.	Degree – Discontinue (proposed by the Provost)	A	R	R		A		A	A	I

Curriculum/Catalog Changes Signature Page

Department/School Chair(s)	
	11/16/2021
Signature	Approval date
Signature	Approval date

College Academic Council(s)	
	11/16/2021
Signature	Approval date
Signature	Approval date

Dean(s)	
	11/16/2021
Signature	Approval date
Signature	Approval date

Teacher Education Council	
Chair's signature	Approval date

General Education Council	
Chair's signature	Approval date

Undergraduate Academic Council	
Chair's signature	Approval date

Graduate Council	
Chair's signature	Approval date

Provost	
Signature	Approval date

Faculty	
Chair of faculty senate	Approval date

President	
Signature	Approval date

Admission Requirements

A cohort of 45 students is accepted annually from a pool of applications submitted by recent graduates of accredited undergraduate programs for fall admission. All application materials must be filed through the Occupational Therapy Central Application Service (OTCAS). These positions will be determined based on the level of qualification of each student. The admission requirements are:

1. A completed application for admission with a nonrefundable ACU graduate application fee.
2. An official transcript(s) in English (or translated to English) of all previous colleges attended. The transcript must indicate an earned bachelor's degree from a regionally accredited college or university or equivalent. Admission decisions are made based on the assumption that applicants will have earned a bachelor's degree by the time of matriculation. If not, the graduate school admission is void.
3. A minimum cumulative undergraduate GPA of 3.0
4. Two letters of recommendation. Recommendation forms are available through the OTCAS system. One letter should be provided from an occupational therapist and the other by a professional who has observed the applicant's work. This includes individuals who have (a) observed the applicant during any healthcare-related volunteer or paid work, (b) previous or present instructors and/or advisors, (c) previous or present employers, or (d) health care professionals.
5. Applicants must demonstrate familiarity with the occupational therapy profession by documenting a minimum of 40 hours of volunteer/observation activity in a professional occupational therapy setting, 80-100 hours is preferable. Applicants are encouraged to complete observation hours in more than one clinical setting. Procedures for documentation are outlined in the OTCAS system.
6. Applicants must complete a Personal Statement as prompted by the OTCAS system and a supplemental question as part of the application process. The supplemental question includes spiritual and/or life experiences that influenced the applicant's decision to apply to occupational therapy school, and clinical experience or observation that evoked passion about occupational therapy.
7. At the time of application, applicants must demonstrate the ability to complete all required prerequisite coursework prior to enrollment in the first semester of the program. Advance Placement (AP) or College Level Examination Program (CLEP) credit will not be accepted for any prerequisite course. All Occupational Therapy course prerequisites other than Medical Terminology must be taken at an accredited school and successfully completed with a grade no lower than a C. Medical Terminology may be taken as a certificate or continuing education course. All prerequisite coursework must be completed within 7 years prior to enrollment. A maximum of 6 credit hours of prerequisites can be pending at the time of application with the exception of Anatomy & Physiology I and II which must be completed at the time of application. Required prerequisite coursework includes:

Anatomy & Physiology I
Anatomy & Physiology II
Statistics

Commented [KW1]: Change to three letters. OT CAS requires a minimum of 3 and we cannot change that, so to make it less confusing for students we want to align with the OT CAS overall requirement of three letters.

Commented [KW2]: Would like to delete this wording. This limits our applicants and is not necessary.

Abnormal Psychology
Life Span Development (or Developmental Psychology)

8. Verification of required immunizations must be submitted prior to matriculation into the professional curriculum. Cardiac Pulmonary Resuscitation (CPR) training is required prior to fieldwork placement and will be provided during the program for a separate fee.

Note: The MSOT utilizes the online learning management system Canvas and online applications are used during class times for testing and learning activities. Students admitted into the program must have access to a laptop computer with internet and Word, Excel & PowerPoint capabilities throughout the entirety of the program.

OTD Program

A cohort of 10 students will be accepted from a pool of applications submitted by recent graduates of accredited undergraduate programs. These positions will be determined based on the level of qualification of each student. The admission requirements are:

1. A completed application for admission with a nonrefundable application fee.
2. An official transcript(s) in English (or translated to English) of all previous colleges attended. The transcript must indicate an earned bachelor's degree from a regionally accredited college or university or equivalent.
3. A minimum cumulative undergraduate GPA of 3.20
4. Two letters of recommendation (one must be from an occupational therapist who has observed the student). Recommendation forms should be submitted through the online application.
5. Applicants must have performed a minimum of 40 hours of volunteer/observation activity in an OT setting. 80-100 hours is preferable. Applicants are encouraged to complete observation hours in more than one clinical setting. Applicants should download and complete the Occupational Therapy observation hours form.
6. Applicants must complete a Personal Statement as prompted by the OTCAS system and a supplemental question as part of the application process. The supplemental question includes spiritual and/or life experiences that influenced the applicant's decision to apply to occupational therapy school, and clinical experience or observation that evoked passion about occupational therapy.
7. At the time of application, applicants must demonstrate the ability to complete all required prerequisite coursework prior to enrollment in the first semester of the program. Advance Placement (AP) or College Level Examination Program (CLEP) credit will not be accepted for any prerequisite course. All Occupational Therapy course prerequisites other than Medical Terminology must be taken at an accredited school and successfully completed with a grade no lower than a C. Medical Terminology may be taken as a certificate or continuing education course. All prerequisite coursework must be completed within 7 years prior to enrollment. A maximum of 6 credit hours of prerequisites can be pending at the time of application with the exception of Anatomy & Physiology I and II which must be completed at the time of application. Required prerequisite coursework includes:

Anatomy & Physiology I
Anatomy & Physiology II

Commented [KW3]: This should be deleted as this is not accurate-this is not provided in our program.

Commented [KW4]:
change to three as with MSOT above

Commented [KW5]: Numbers 6-8 edited to match with the wording from the MSOT requirements which are the same. No changes were made.

Commented [KW6]: Would like to delete this wording. This limits our applicants and is not necessary.

Statistics
Abnormal Psychology
Life Span Development (or Developmental Psychology)

- ~~5-8. Verification of required immunizations must be submitted prior to matriculation into the professional curriculum. Cardiac Pulmonary Resuscitation (CPR) training is required prior to fieldwork placement~~
- ~~6. Applicants must complete an essay as part of the application process. ACU requires occupational therapy applicants to submit a 2-3 page, double-spaced personal essay regarding your interest in and journey towards the field of occupational therapy. Your essay should include: spiritual and/or life experiences that influenced your decision to apply to occupational therapy school, and clinical experience or observation that evoked passion about occupational therapy.~~

Note: The acceptance threshold may be higher due to the competitive nature of acceptance. Students who are admitted to the OTD program must have access to a computer throughout the entirety of the program.