

# Advising Worksheet

## Occupational Therapy (M.S)

Student: \_\_\_\_\_ G#: \_\_\_\_\_ Date: \_\_\_\_\_  
 (if applicable)  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_ GPA: \_\_\_\_\_

Please select one program: \_\_\_\_ 2 year Traditional or \_\_\_\_ 3 year Hybrid

Prerequisite Courses...Students are responsible for the completion of all prerequisites & bachelor's degree <i>prior</i> to the start of the program.	School	Course Title/Code	Year	Grade
Complete either one of the following options (A or B): <b>Option A:</b> <b>BMS 208</b> Human Anatomy (GV prerequisite BIO 120) <i>and</i> <b>BMS 290</b> Human Physiology (GV prerequisite BMS 208 & 2 semesters of CHM) <i>and</i> <b>BMS 309</b> Laboratory in Human Anatomy (B or better in BMS 208 or BMS 251)				
<b>Option B:</b> <b>BMS 250</b> Anatomy and Physiology I (GV prerequisite BIO 120) <i>and</i> <b>BMS 251</b> Anatomy and Physiology II (GV prerequisite BMS 250)				
<i>(The GV Anatomy &amp; Physiology former sequence of BMS 202, BMS 208 and BMS 309 may also be acceptable on a case by case basis.)</i>				
<b>BMS 427</b> Neuroanatomy (GV prerequisite BMS 251 or BMS 290) <b>or PSY 431</b> Introduction to Neuropsychology (GV prereq PSY 101 and PSY 300) <b>or PSY 330</b> Foundations of Behavioral Neuroscience (GV prerequisite PSY 101)				
<b>MOV 300</b> Kinesiology (GV prerequisite BMS 202 or BMS 208 or BMS 250)				
<b>PSY 303</b> Psychopathology (GV prerequisite PSY 101)				
<b>PSY 364</b> Life Span Developmental Psychology (GV prerequisite PSY 101)				
<b>STA 215</b> Introductory Applied Statistics (GV prerequisite: MTH 110)				
<b>One elective from:</b> Psychology, Sociology, Anthropology, Public Health <b>or</b> related field ( <i>must be 200 level or higher</i> )				

**At time of application, all prerequisite courses must have been completed within 5 years from date of degree completion.**

- A candidate will be able to select one program (Traditional or Hybrid) as their first choice; candidates may also opt to include the other program as their second choice for admission consideration.
- Candidates must complete all prerequisite courses and earn a bachelor's degree prior to entering the program. There will be no waivers or exceptions to this policy.
- All applications must include FINAL FALL SEMESTER grades. It is the student's responsibility to submit official transcript(s) of any coursework completed in the fall semester by the February 1 deadline.
- A supplemental application must also be completed to the GVSU Admissions Office.
- International student applicants should be able to communicate effectively in English and submit the following materials:
  - Original or certified original transcripts, b) Written TOEFL score minimum of 550. The minimum IELTS score of 6.5,
  - c) Official transcript credential evaluation (e.g., WES, ECE)

# Application/Admission Information

## Occupational Therapy (M.S.)

**Starting with the 2020 application cycle, GVSU will be using OTCAS.  
All application materials must be verified within the OTCAS system by January 15, 2022**

Application website: [www.OTCAS.org](http://www.OTCAS.org)

*NOTE: It can take OTCAS several weeks to verify applications. Unverified OTCAS applications are considered incomplete and will not be reviewed.*

### PHASE I

1. Read the [Candidate Information](#) form: The GVSU Department of Occupational Science and Therapy [technical standards](#) to ensure they are capable of meeting the requirements of the program prior to applying.
2. Review the [Admissions Policy](#).
3. Complete the Graduate School application via the [OTCAS](#) portal.
4. Submit **official transcripts** from all colleges and universities attended through the fall semester to [OTCAS](#). Students are responsible for sending official transcripts at the end of each semester for proof of completion of prerequisites and if admitted to the program, to demonstrate progress towards or the completion of a bachelor's degree.
5. Submit **two** recommendations within your [OTCAS](#) application – One must be from an OTR and one must be from a professor or an employer if your degree is already completed.
6. Complete and upload the [Prerequisite GPA Calculation Form](#) to [OTCAS](#).
  - a) **At least 9 credit hours of prerequisites must be completed at the time of application.** The elective and the statistics course **are not** included in this requirement. Each individual prerequisite course must be completed with a grade of C or better. GPA scores for the prerequisite courses, and for the last 60 hours must both be at or above 3.0.
  - b) A plan for completion of prerequisites, not fulfilled at the time of application, must also be included on the Prerequisite GPA Calculation form.
7. Complete and upload the [Achievement Profile Form](#) to [OTCAS](#). (Examples for form – [see here](#))
8. Complete and upload [Documentation of OT Experience Form](#) to [OTCAS](#). A minimum of 50 hours must be completed in order for an application to be considered complete.
  - a) OTCAS limits the number of forms that can be submitted to five. Volunteer hours accrued outside the United States will only account for a maximum of 25 of the required 50 hours.

### PHASE II

1. An interview and an onsite writing sample.
2. The candidates are ranked on a total score basis.
3. Traditional Program: The top 40 candidates (minus early admits from Grand Valley State University, Central Michigan University, University of Michigan, and Hope College) are sent a letter offering them seats in the program. Candidates are asked to provide a written reply within a two week deadline. The balance of candidates over 40 are considered alternates for admission and are ranked according to total score. Each alternate candidate is offered admission one for one in rank order if any of the original 40 candidates declines admission.
4. Hybrid Program: The top 22 candidates (minus early admits from Grand Valley State University, Central Michigan University, University of Michigan, and Hope College) are sent a letter offering them seats in the Program. They are asked to provide a written reply within a two week deadline. The balance of candidates over 22 are considered alternates for admission and are ranked according to total score. Each alternate candidate is offered admission one for one in rank order if any of the original 22 candidates declines admission.
5. Candidates who are not selected are informed once each cohort is filled and are welcome to request a meeting with a member of the OT Admissions Committee to discuss their application.
6. Candidates who are not selected may reapply the following year.

Detailed admission & application information is available on the Occupational Therapy website at [www.gvsu.edu/ot](http://www.gvsu.edu/ot)

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