GRAND VALLEY STATE UNIVERSITY

OCCUPATIONAL THERAPY PROGRAM

ADMISSIONS POLICY

Admission to the Occupational Therapy (OT) Program at GVSU for both the Traditional Program and the Weekend Hybrid Program will occur annually in the year of desired program entry. A candidate may apply to only one program each year, either the Traditional Program or the Weekend Hybrid Program.

**Traditional Program**: Applications must be received no later than January 15 for admission to the program in the fall of that year. The Program will begin reviewing applications on January 16 of that year. Applications submitted after January 15 be accepted up until July 15. These applications will only be reviewed if the class is not full. It would be prudent to submit your materials by the January 15 deadline. Admission to the Traditional Program is competitive, and the OT Program is able to accept up to 30 students for each class.

**Weekend Hybrid Program**: Applications must be received no later than January 15 for admission to the program in the fall of that year. The Program will begin reviewing applications on January 15 of that year. Applications submitted after January 15 will be accepted up until July 15. These applications will only be reviewed if the class is not full. It would be prudent to submit your materials by the January 15 deadline. Admission to the Weekend Hybrid Program is competitive, and the OT Program is able to accept up to 24 students for each class.

Acceptance into either Occupational Therapy Traditional or Weekend Hybrid Program is based on applicant performance on a two-phase comprehensive assessment, which includes:

**PHASE I POINT VALUE**

1) **GPA** **(minimum 3.0 in both categories)**

a) last 60 hours of undergraduate work **0 – 10**

b) performance in prerequisite courses **0 – 20**

2) **Letters of Recommendation (2) 0 – 5**

a) from an academic professor who can attest to the quality of your work

(a Graduate Assistant or Teaching Assistant does not qualify)

For non-traditional students an employer may be substituted for the

academic professor requirement.

1. from an OTR who can attest to your work relative to the

requirements in occupational therapy.

The Recommendation letters are now electronic with the instructions included in the graduate school application. If a student wishes to obtain a LOR prior to the senior year at the time of submitting the graduate school application, paper LORs are available. For the traditional program applicant click on the following link, <http://websrv-gr.server.gvsu.edu/admissions/recommendation-form.htm?majorId=1077123C-999E-5FA5-9485804F9081883B&pdf=true> For the weekend hybrid program applicant click on the following link, <http://websrv-gr.server.gvsu.edu/admissions/recommendation-form.htm?majorId=1091C6F4-B28B-05A4-ED1256DEF435B62E&pdf=tru> Provide the paper copy to the appropriate recommender. Once it is filled out have him/her place it in a sealed envelope and mail it to the GVSU Admissions Office (Grand Valley State University, Attention: Admissions, 1 Campus Drive, Allendale MI 49401).

3) **Achievement Summary Form** (maximum 25 pts in all categories combined **0 – 25**

and a minimum of 8 points total)

4) **Documentation of Volunteer Experience** - A minimum of 50 hours  **Credit**

of volunteer work under an OTR. Provide envelope to an OTR and include with

the other materials to GVSU Admissions Office. The minimum of 50 hours must be met at

the time of application.

### Minimum Score 30 of 60

### PHASE II

5) A personal interview with a faculty member. **0 – 30 \***

6) An on-site writing sample, using GVSU Writing Department’s criteria**. 0 – 10**

**Minimum Score** \* **70 of 100**

\* **The interview score must be 21.6 points or higher**

### The Program will accept only those candidates who demonstrate consistent above average academic and interview performance, and a pattern of involvement in the activities represented on the Achievement Summary Form.

# ADMISSIONS PROCEDURES

1. The student applies to either the Traditional Program or Weekend Hybrid by contacting the GVSU Admissions Office and obtaining a Graduate Application. This application is also available online. This application must be completed before any admissions forms for the OT Program are submitted. All OT Program admissions forms are on the OT website, gvsu.edu/ot under Prospective Students, Application Process.

2. The Admissions Office will start a file for each student who sends in application materials, and when the application is complete and all supporting materials have been submitted, a copy of the file is obtained by the OT Program.

3. A Program Admissions Committee reviews all applications for the following information.

a). GPA of 3.0 or better in all prerequisite courses, 0 – 20

b) GPA of 3.0 or better in the last 60 hours of coursework 0 – 10

c) Two letters of recommendation 0 – 5

1. Completion of the Achievement Summary (minimum of 8 points total) 0 – 25
2. Documented volunteer work under OTR supervision Credit

(the minimum of 50 hours must be met at the time of application)

**TOTAL 0 – 60**

4. The points from the paper review of the file are totaled for each candidate. Candidates must earn a **minimum of 30 points in the paper review** (with minimum requirements also met) and receive credit for volunteer work with an OT to be considered for the interview phase.

5. Candidates who meet the 30 point minimum (with minimum requirements also met) and volunteer hour credit are placed in rank order for the Traditional Program and the Weekend Hybrid Program. The top 60 applicants for the Traditional Program and the top 40 applicants for the Weekend Hybrid Program will be the contacted for the personal interview. The interviews are arranged for a total of 4 hours. During that period, a member of the faculty will interview each candidate. Each candidate will also complete an on-site writing sample during this time. Only the GVSU G number identifies writing samples to maintain maximum objectivity among the faculty readers.

6. Interviews and writing samples are rated/scored. Writing samples are also read and scored by two readers, using a GVSU criterion-based scale. The interview score must be 21.6 points or higher for the candidate to be considered for admission.

7. Final scores of each candidate are tabulated. There are minimum scores in each category, which the candidates must meet, and The candidate must earn a **total minimum score of 70 points of 100 points and achieve a combined interview score of 21.6 points or higher** to be considered for acceptance into the Program.

8. The Program Admissions Committee then reviews the candidate files for accuracy, looking for calculation errors.

9. Once the Program Admissions Committee is satisfied that all candidates have been given equal opportunity to demonstrate their abilities, the candidates are ranked on a total score basis.

**Traditional Program**: The top 40 candidates (minus early admits from Central Michigan University, University of Michigan and Hope College; and deferrals) 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 40 (minus early admits from Central Michigan University, University of Michigan and Hope College; and deferrals) 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.

**Weekend Program**: The top 20 candidates (minus deferrals) 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 20 (minus deferrals) 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 20 candidates declines admission.

1. Candidates who are not selected are informed by mail as well. These individuals are offered an opportunity to meet with a member of the occupational therapy faculty to discuss why they were not accepted, and to be advised regarding whether they should consider reapplication, and what they might do to strengthen their application for the next round of admissions. This advising session is recorded and placed in the candidate’s program file for future reference.

# INTERACTIVE INTERVIEW AND ON-SITE WRITING SAMPLE PROCEDURES

1. Candidates are notified by mail that they have been selected for an interview, and are assigned a date to come for an interview and to do an on-site writing sample. Candidates are told to allow 4 hours for completion of the total process. Candidates are given a copy of the writing sample criteria in advance.

2. Upon arrival, candidates will be given an agenda for the day. If possible, current students are asked to be available to meet with candidates.

3. Candidates are then called in for individual interviews, as described below, according to a pre-arranged schedule. These individual interviews generally take approximately 30 minutes.

**INTERVIEWS**

1. Candidates are shown to a room where they are to be interviewed by two representatives of the Program, preferably a faculty member and a local clinician.

2. Candidates are asked to respond to the questions to the best of their ability. Interviewers listen, record, ask probing questions if necessary, and may interact with candidates. The interviewers will use an interview rating form.

**WRITING SAMPLES**

1. Candidates are assembled in a computer lab and logged into Word to complete the writing sample. They are asked to put only their GVSU G number on these samples.

2. Candidates will be given an article to read. Candidates will be given a series of questions to answer.

3. Following completion of the writing samples, they are printed out and collected and then distributed to faculty readers, along with the rating scale and criteria. Each sample is read and rated by two readers, and their scores are averaged together. Variations of more than five points between raters will require that a third reader examine and rate the sample. This score will also be averaged in to create the final score.

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