

**GRAND VALLEY STATE UNIVERSITY
DEPARTMENT OF OCCUPATIONAL SCIENCE AND THERAPY
ADMISSIONS POLICY**

The review of admissions applications for the Traditional and Hybrid Program will occur annually in the winter semester. A candidate will be able to select one program (Traditional or Hybrid) as their first choice each year; candidates may also opt to include the other program as their second choice for admission consideration.

All application materials must be VERIFIED by OTCAS no later than February 1 for admission to the program in the fall of that year. Admission to both the Traditional and Hybrid Programs is competitive, with the Traditional Program accepting up to 40 students and the Hybrid Program accepting up to 22 students.

Grand Valley State University's Department of Occupational Science and Therapy currently has early articulation agreements with Central Michigan University, Hope College, and the University of Michigan. These agreements allow up to three qualified candidates from each institution to apply during their junior year of undergraduate work and hold seats for the following year's incoming cohort provided that the three applicants meet the minimum criteria outlined in the official articulation agreement. GVSU students have a similar opportunity through a conditional admit program, which will allow up to five GVSU students to apply during their junior year of undergraduate work and hold seats for the following year's incoming cohort provided that the applicants meet the minimum criteria outlined in the official articulation agreement.

ADMISSIONS PROCEDURES

Applications:

1. The student selects either the Traditional or Hybrid Program within the GVSU OTCAS system, www.otcas.org, and completes a GVSU Supplemental Application within the OTCAS portal. 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, www.gvsu.edu/ot under Future Students, Application Process.

2. Following the February 1 OTCAS application deadline, the OST Department will review materials from all verified applications.

Phase I:

1. The Program Admissions Committee reviews all applications for the following information and awards points accordingly:
 - 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) (2) Two recommenders 0 – 5

d) Completion of the Achievement Profile Form (minimum of 8 points total)	0 – 25
e) Documented volunteer work under OTR supervision	<u>Credit</u>
TOTAL Points 0 – 60	

2. The points from the review of all application materials are totaled for each candidate. Candidates must earn a **minimum of 30 points in Phase I** (with minimum requirements also met) and have documentation for at least 50 volunteer hours with an OT to be considered for the interview phase.

Phase II:

1. 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 Hybrid Program. The top 70 applicants for the Traditional Program and the top 40 applicants for the Hybrid Program will be contacted for a personal interview.

- The interview days 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.

2. Interviews scored based on the input of the faculty who interviews the candidate. Interview scores are valued at 30 points. **The interview score must be 21.6 points or higher for the candidate to be considered for admission.**

3. Writing samples are read and scored by two readers using a departmental criterion-based scale. Combined writing samples are valued at 10 points each.

4. Final scores of each candidate are tabulated using a total of 100 available points throughout the admissions process. The candidate must earn a **total minimum score of 70 points of 100 points and achieve an interview score of 21.6 points or higher** to be considered for acceptance into the Program.

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

6. 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.

Hybrid Program: The top 22 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 22 (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 22 candidates declines admission.

7. 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, be advised regarding whether they should consider reapplication, and determine 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.

ADMISSIONS PROCESS

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 earned credit hours of undergraduate work	0 – 10
b) Grade Point Average (GPA) in prerequisite courses	0 – 20
2) (2) Two Recommenders	0 – 5 *
a) One from an academic professor who can attest to the quality of your work (Graduate Assistants or Teaching Assistants do not qualify) For non-traditional students an employer, in a healthcare related field, may be substituted for the academic professor requirement.	
b) One from an OTR who can attest to your work relative to the requirements in occupational therapy (Occupational Therapy Assistants or other allied health professionals do not qualify)	
3) Achievement Summary Form (maximum 5 pts in each category With a minimum of 8 points total in all categories)	0 – 25
4) Documentation of Volunteer Experience - A minimum of 50 hours of volunteer work under an OTR. This form is available on the GVSU OT website, completed forms can be directly uploaded to the OTCAS application. 50 hours of experience must be documented at the time of application.	Credit

Minimum Score

30 of 60

* Recommendations are now done electronically within the OTCAS portal.

PHASE II

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| 5) A personal interview with a faculty member | 0 – 30 |
| 6) An on-site writing sample, using GVSU Writing Department criteria. | 0 – 10 |

Minimum Score *

70 of 100

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.

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 complete 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 45 minutes.

INTERVIEWS

1. Candidates are shown to a room where they are to be interviewed by a faculty member or a local clinician familiar with the Department's requirements.

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.
3. Candidates will be afforded time at the conclusion of their interview to ask questions about the program, the faculty, the College of Health Professions, and Grand Valley State University.

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 which will include a section of how the article relates to Occupational Therapy.
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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