

Student Selection Policy and Procedure

MHPC OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Subject: Admissions

Number: 401

Title: Student Selection

Date: 3/31/10

Reviewed/Revised: 6/20/16

Purpose: To outline the process for selection of students to be admitted to the Missouri Health Professions Consortium OTA class

Policy: An average of three 15 student cohorts will be admitted annually into the OTA Program. Selection criteria as established by the Program Director and Director Group as well as approved by the Governing Board will be applied to make selection decisions which are as objective as possible. A screening score will be determined and will be recorded. The top ranked applicants will be invited to interview with OTA faculty and interview scores will be recorded. Using assessment data, each corresponding admissions committee will determine the ranking of applicants for admission for each cycle. Each cohort will independently rank applicants applying through the corresponding community college using the same admission criteria and selection procedures. Alternates may be identified and admitted dependent on open slots.

Procedures:

Admissions meetings will be held via ITV combining representation from campuses to determine the top 15 individuals at each cohort.

- Representatives from ECC and TRC will meet simultaneously via ITV to determine the cohort which will receive didactic instruction at the Poplar Bluff and Union campuses and attend labs in Union, MO on the ECC campus.
- Representatives from SFCC and NCMC will meet simultaneously via ITV to determine the cohort which will receive didactic instruction at the Sedalia and Trenton campuses and attend labs in Sedalia, MO on the SFCC campus.
- MACC representatives will determine the cohort which will receive instruction on the Columbia, MO campus.

Each campus will have a guarantee of up to 5 students to be accepted for program admission, provided that those students meet the minimum composite score during the application review and interview process.

The minimum composite score will be determined after all interviews are completed and final scores are entered. A proposed minimum composite score will be sent out to the colleges for review and to gain consensus from admissions committee members at all campuses.

After the top 5 students from each of the 5 participating community colleges have been chosen, the remaining applicants will then be ranked according to preferred lab location. Approximately 15 total students at each of the three lab campuses (Sedalia [TRC and SFCC], Columbia [MACC], Union [TRC and ECC]), will be recommended for selection. In total, the top 45 ranked applicants will then be recommended for selection to the program.

Additional students above the 45 total ranked applicants may be recommended to account for attrition. The number of additional students will be determined in the respective admissions committee meetings.

Students will be notified of their application status (selected for admission or not selected for admission) by email during the first week of August.

1. Students selected for admission will be required to confirm their acceptance within ten (10) days of email notification in order to reserve a seat in the program.
2. In the event that the confirmation is not received within those 10 days, alternates may be informed of acceptance in order of ranking to correlate with open program slots.