



Student Handbook

2022

Bryant & Stratton College
Occupational Therapy Assistant Program
Wauwatosa Campus – Hybrid Program

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Bryant & Stratton College
OTA Hybrid Program Wauwatosa Handbook

Contents

Occupational Therapy Assistant Program 5

 Approval 5

 College Mission Statement 5

 College Vision Statement 5

 Occupational Therapy Assistant Program Mission Statement..... 6

 Occupational Therapy Assistant Program Philosophy 6

 Occupational Therapy Assistant Program Student Learning Outcomes..... 7

Occupational Therapy Assistant Program Information - Entry and Non-Academic Requirements..... 7

 Entry Requirements 7

 Health Requirements for the Occupational Therapy Assistant Program 8

 Background Record Check Requirements 9

 WISCONSIN 10

 FEDERAL LAW 10

 Occupational Therapy Assistant Program Dress Code..... 11

Fieldwork 12

 Fieldwork Requirements 12

 Fieldwork Transportation..... 12

Level I Fieldwork 13

Level II Fieldwork..... 13

Academic Policies and Procedures 14

 Transfer Credit and Proficiency Credit..... 14

 General Transfer Credit Policy 14

 General Credit by Examination Policy 14

 Experiential Learning: 14

 Advanced Placement:..... 15

 Occupational Therapy Assistant Program Transfer Policy..... 15

 Process by which Policies and Procedures Are Communicated to Students 15

 Course Grading Scale 15

 Advisement 16

 Students with Disabilities 16

Progression through the Occupational Therapy Assistant Program 17

 Acceptable Achievement in Occupational Therapy Assistant Courses 17

 Academic Policies 17

Hardware:..... 18

Software: 18

 Remediation 19

 Repeat of an Occupational Therapy Assistant Course..... 19

 Grade Appeal 19

 Non-Grade-Related Grievance Process 19

 Program Jeopardy Status..... 19

 Release from the Occupational Therapy Assistant Program 19

 Re-Entry to the Occupational Therapy Assistant Program..... 20

 Completion of the Occupational Therapy Assistant Program 20

Professional Student Conduct 21

 Inappropriate behavior 21

 Substance Abuse 22

 General Student Conduct 23

Bryant & Stratton College
OTA Hybrid Program Wauwatosa Handbook

Professional Licensure Application Procedure	24
Statement of Confidentiality	24
General Health and Safety	24
Evacuation Procedures	25
Accidental Exposure	25
Student Health and Counseling Services	25
Student Support Services	25
Fees and Expenses	26
Student Complaints	26
Student Acknowledgement of Handbook	26

Bryant & Stratton College
OTA Hybrid Program Wauwatosa Handbook

The information in this handbook is NOT A CONTRACT with students and is subject to change at any time without notice. Students will be notified of new policies or changes to present specific occupational therapy assistant policy and procedures via e-mail by the Occupational Therapy Assistant Program Director. Questions regarding updates may be directed to the Occupational Therapy Assistant Program Director. If any information in this handbook conflicts with the State or Federal Statute, Rules, or Regulations, the State or Federal Statutes, Rules, or Regulations will control.

Occupational Therapy Assistant Program

Using a hybrid model, lecture portions of courses will be completed remotely, in both synchronous and asynchronous fashions. Lab instruction will be completed 75% on campus, in the face-to-face environment in an on-campus “lab intensive”, and 25% synchronous online. The on-campus lab intensives will be completed over 4 weekends per semester. Fieldwork courses are completed at the fieldwork site with mandatory virtual class meetings. All synchronous, asynchronous, and lab intensive times are outlined in each course’s tracking calendar.

This handbook was developed to provide faculty and students in the Occupational Therapy Assistant Program with information and answers to questions concerning the Occupational Therapy Assistant Program at Bryant & Stratton College. Included in this handbook:

- a. Program-specific information
- b. Academic policies and procedures relating to the Occupational Therapy Assistant Program

Students who deviate from the requirements and obligations set forth in this Handbook and in the Official Catalog are subject to appropriate action including suspension or dismissal from the College and release from the Occupational Therapy Assistant Program.

Approval

The Occupational Therapy Assistant Program in Wauwatosa, Wisconsin is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). Graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the graduate will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure to practice; however, state licenses are usually based on the results of the NBCOT certification examination.

The Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) is located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE can be contacted via phone at (301) 652-AOTA or via the web at www.acoteonline.org.

The Occupational Therapy Assistant Program is approved to operate in the states of Wisconsin.

College Mission Statement

Bryant & Stratton College offers a personalized career education and experience leading to high demand professions, so graduates are prepared for their career and life pursuits.

College Vision Statement

Bryant & Stratton College will offer a personalized and customized career education and experience leading to high demand professions, so graduates adapt to 21st century career and life pursuits.

Occupational Therapy Assistant Program Mission Statement

The Occupational Therapy Assistant Program provides outcomes-based, quality education in both didactic and experiential settings using a flexible, contemporary and rigorous curriculum that respects diversity in learning and the significance of personalized attention.

Occupational Therapy Assistant Program Philosophy

The program philosophy emphasizes the unique nature of each client and stresses the importance of a person-centered, collaborative approach in the successful development of intervention plans. This philosophy is embedded throughout the curriculum. For students to be successful, they must be prepared to engage with clients across the lifespan. Social, physical, and cultural factors are embraced to maximize the quality of the interaction within a given context. It is important that students have an understanding that occupations are central to a client's identity and sense of competence, thus having particular meaning and value to that client (AOTA, 2014).

Each human life is unique. What creates such a distinctive being and gives meaning to our daily lives are the occupations in which we engage. These accomplishments not only enable us to stay healthy, function at work, and enjoy leisure activity; they also make us who we *are* as individuals. It is clear that participation in occupations important to us influence our development, health and overall well-being. It is also evident that when our ability to perform these desired activities is impaired, our capacity to function in typical daily events is compromised. No profession appreciates and embraces these concepts more than occupational therapy. It is the belief of our profession and our program that all individuals have the innate right and need to engage in meaningful occupations that occur within diverse social, physical, cultural, temporal or virtual contexts. The profession recognizes that purposeful and meaningful engagement in occupation is the ultimate goal, but it also identifies the therapeutic value of occupations. The use of occupation to promote individual and community health is the core of occupational therapy practice, research, advocacy and education.

Our approach to learning is one that creates a social context that encourages curiosity, experimentation and the capacity to practice what is learned. There is emphasis on quality instruction including active learning where student engagement is essential both in the virtual classroom and in the laboratory setting. Students are challenged and supported in connecting new learning to previous experiences. Synchronous and asynchronous classroom learning is always balanced with experiential learning in laboratory and clinical experience. Theories learned in the classroom are tested and supported through hands-on experiences.

In the same way that the profession of occupational therapy embraces individuality and creates an atmosphere of respect, our program appreciates the importance of diverse learning modes - appealing to visual, auditory and kinesthetic learners. In high regard for the uniqueness of students, the program values personalized attention to achieve students' highest potential while allowing flexibility.

The transformation into healthcare professional can only effectively occur within a dedicated, supportive environment that begins with solid foundations in information literacy, liberal arts and basic sciences complemented with field-specific course work that emphasizes critical thinking and outcomes-based results. Teamwork, leadership, professionalism, lifelong learning, and evidence-informed decision making are also stressed throughout the program.

Lifelong Learning is the process of acquiring knowledge or skills throughout life via education, training, work, and general life experiences. Today's world dictates that all professions keep up-to-date with the changing information, technology, and skills necessary to perform job responsibilities with confidence and competence. Graduates will be confronted with rapidly changing knowledge and skill demands. In order to be successful, graduates must have the desire and ability to continue to learn throughout their career.

Occupational Therapy Assistant Program Student Learning Outcomes

Graduates from the associate degree Occupational Therapy Assistant Program will be able to:

- a. Demonstrate professional behavior and values, moral and ethical standards and attitudes consistent with the profession of occupational therapy.
- b. Appreciate the distinct roles and responsibilities of the occupational therapy assistant as they apply to interaction with clients, family members, and other professionals including occupational therapists.
- c. Be an advocate for clients, services and for the profession.
- d. Apply occupational therapy principles and theories to evaluation and intervention in order to achieve desired outcomes.
- e. Provide services to clients of varied backgrounds in various systems without bias.
- f. Value research, evidence-based practice, the need to keep current and life-long learning.

Occupational Therapy Assistant Program Information - Entry and Non-Academic Requirements

Entry Requirements

For consideration into the associate degree OTA Program, the candidate must:

1. Submit a completed Application or eApplication using the feature located on the Internet at www.bryantstratton.edu for admission to the college.
2. Provide an official U.S. high school transcript indicating successful completion, or official documentation of a U.S. GED or provide documentation establishing successful completion of secondary school through homeschooling, as defined by the law of the State in which the homeschooling was provided.
3. Complete standardized assessments.
4. Attain placement scores related to math (253 or above) and English (243 or above)
5. Minimum GPA of 2.5
6. Interview with the Occupational Therapy Assistant Program Director or designee either in person or via virtual format. The Program Director will subsequently complete the OTA Program Admissions Committee Review Rubric. This rubric considers GPA, Accuplacer scores in math and reading, success in prerequisite courses, and observation experience/professional affiliations.

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Bryant & Stratton College
OTA Hybrid Program Wauwatosa Handbook

7. Students will sign a disclosure documenting their knowledge that a negative background check may exclude them from clinical rotations prohibiting them from completing the program and obtaining licensure
 8. Successfully completed chemistry or physics and biology at the high school or college level
- * Please note that prospective students with the highest scores on the OTA Program Admissions Committee Review Rubric will be offered acceptance into the OTA program first, and students will continue to be accepted into the program based on the next highest score until a cohort is filled. Students not offered acceptance because a cohort is filled, but who still meet the minimum admission requirements, will be placed on a wait list. Prospective students on a wait list will be contacted if any placements become available, offering the next available placement to the prospective student with the next highest score on the OTA Program Admissions Committee Review Rubric. Note wait list status does not guarantee acceptance.

Health Requirements for the Occupational Therapy Assistant Program

In order to enroll in and attend fieldwork courses which begin in the second semester, documentation of the following requirements must be provided:

- a. Health history and examination by a physician, nurse practitioner, or physician assistant, completed within one year from the start date of the first clinical course.
- b. Immunization Records:
 - Annual influenza (declination will only be accepted if documented on Influenza Medical/Religious Exemption Form)
 - Mumps, Measles, Rubella
 - Tetanus/diphtheria (Td): Tetanus/diphtheria booster within the last ten years.
 - Hepatitis B Vaccine: Documentation of three immunizations or start of immunization series or a student may sign a Release of Responsibility form or provide a titer showing immunity.
 - Varicella: Either proof of vaccination, disease (year of exposure required), or a blood titer showing immunity.
 - COVID-19 Vaccine
- c. Results of Tuberculin (TB) Skin Test within past year and every year thereafter (chest x-ray and physician documentation of freedom from TB are required if skin test results are positive). Results must be valid through the end of the clinical semester.
- d. Evidence of the American Heart Association or American Red Cross Health Care Provider CPR (cardiopulmonary resuscitation) certification valid through the end of the clinical semester.
- e. If it is required by a fieldwork site, the student must complete a drug screening test, or any additional tests required.
- f. Other- There may be other requirements such as health insurance or specific vaccines that are dictated by the clinical facility. In the event that a student does not meet the requirement that a clinical facility requires, the student may not be able to satisfy all program requirements. Every effort will be made to place the student in a facility that does not necessitate that particular requirement however there is no guarantee that the student will be placed.

Bryant & Stratton College
OTA Hybrid Program Wauwatosa Handbook

On an ongoing basis throughout the Occupational Therapy Assistant Program, students must meet these additional requirements:

- Annual documentation of freedom from tuberculosis
- Negative drug screen at any time a screen is required. Any student who tests positive on a drug screen may be dismissed from the Occupational Therapy Assistant Program and/or fieldwork classes.
- Continued current certification in CPR

It is the student's responsibility to ensure that all documentation meets the above requirements and remains current throughout their program. In the event that documentation expires, students will be banned from fieldwork classes until such time as the updated documentation is submitted. Failure to provide updated documentation may result in failure of the fieldwork class.

I understand that in order to participate in the required clinical portion of my degree program, I must meet the specific eligibility requirements of the facility including passing a medical examination acceptable to the facility prior to my participation. Part of my medical examination may include providing proof of having obtained required vaccinations, including the COVID-19 vaccine. My failure or inability to satisfy eligibility requirements, pass medical examination by the clinical facility and/or provide proof of all required vaccinations will preclude my clinical participation altogether.

Background Record Check Requirements

As future healthcare professionals, there may be important ethical and professional considerations of which the occupational therapy assistant student should be aware. Criminal convictions and a record of other conduct may prevent the student/graduate from being licensed and may preclude the graduate from obtaining gainful employment as an occupational therapy assistant. Even after obtaining his or her license, the occupational therapy assistant graduate may have that license suspended or revoked for such convictions or conduct. It is therefore very important that the graduate conduct him or herself professionally and ethically as a law-abiding citizen.

Also, in order to successfully complete the Occupational Therapy Assistant Program, students must participate in fieldwork at outside clinical agencies at varied times to provide client care. These facilities have policies regarding which students may be accepted. For this reason, Bryant & Stratton College **cannot warranty that a student with a criminal record or a record of certain actions, mental illness, physical illness, or chemical dependencies will be accepted by a fieldwork site for placement. If the student is not accepted, the student will not be able to successfully complete the Occupational Therapy Assistant Program.**

In addition, even if a student does successfully complete the Occupational Therapy Assistant Program, if that student has a record of certain crimes or conduct, Bryant & Stratton College cannot warranty that the relevant state Occupational Therapy Board will permit the student to sit for examination or to be licensed, certified, or registered or to be employed as an occupational therapy assistant after graduation.

Students who commit an offense after admission which bars participation in the clinical site may be released from the Occupational Therapy Assistant Program or dismissed from Bryant & Stratton College.

WISCONSIN

Wisconsin Criminal Background Check Requirements

Caregiver Background checks are required for all persons working or training in facilities that provide care for others or have access to people who receive care. *See Wis. Stat. § 50.065.* Occupational therapy assistant students fall into this category. Additionally, students must meet the requirements of the individual clinical facilities with which we work in order to progress through the Occupational Therapy Assistant Program.

Students will be asked to complete the Wisconsin Background Information Disclosure (BID) form (HFS-64) prior to acceptance into the program as well as a Background check for their home state if it differs from Wisconsin. The College will pay for the initial background check. If a student has lived outside the State of Wisconsin within the past three years, additional state and/or federal background checks may be required. Falsified or missing information on the BID is grounds for dismissal from the Occupational Therapy Assistant Program. Bryant & Stratton Occupational Therapy Assistant students must comply with State and Federal laws as well as the requirements of the clinical facilities with which we work.

After the initial background check, students are required to notify the Occupational Therapy Assistant Program Director of all subsequent criminal offenses. Also, during some fieldwork courses, checks requiring fingerprinting may be required for admission to clinical facilities.

If a fieldwork facility will not accept a student based on the criminal background check, the student will not be able to successfully complete the Occupational Therapy Assistant Program. If a student determines that the background report is incorrect or wishes to take legal action regarding past criminal activity, he or she must do so without the help of the college and must obtain and pay for any legal or other assistance required. A student is ineligible for placement at a clinical facility until a corrected or revised background check is available.

FEDERAL LAW

In addition to state laws, federal law mandates criminal record checks with respect to work in certain facilities or settings that receive federal funding. For example, the 2010 Patient Protection and Affordable Care Act (42 U.S.C. § 1320a-7l) requires the Secretary of Health and Human Services to carry out a nationwide program for states to conduct national and statewide criminal background checks for direct patient access employees of nursing facilities and other providers.

Informed Approach

Because a criminal history can have different effects at the educational, licensure, and employment levels, any student with a criminal history is encouraged to contact healthcare facilities and inquire about hiring criteria with respect to criminal convictions.

Inaccurate Representations of Students

Any student who inaccurately completes his or her disclosure form is subject to dismissal from Bryant & Stratton College regardless of the offense committed. Students are subject to sanctions if they knowingly give false information on or knowingly omit information from the background information disclosure form. Students are also subject to sanctions if after submitting a background information disclosure form, subsequently fail to report:

Bryant & Stratton College
OTA Hybrid Program Wauwatosa Handbook

Any information about a conviction for a crime or other act or offense requested on the background information disclosure form

Carrying out other conduct that could result in the denial of the ability to sit for the licensure examination or bar the applicant from being employed in a healthcare setting.

Occupational Therapy Assistant Program Dress Code

As a health care professional in training, all students should demonstrate professional appearance during all clinical activities including observational opportunities specifically in fieldwork. Bryant & Stratton College will expect students to present themselves in a professional and courteous manner.

Students will be required to abide by the dress code of the facility. These include but are not limited to:

- No jeans or shorts (unless otherwise instructed to do so)
- No bare skin showing at the midriff/back or chest
- No cleavage showing - tops must cover you completely
- No short skirts or dresses
- No sweat pants/leggings or crop pants
- Proper footwear (no sandals, high heels or open toe/open back shoes unless otherwise instructed to do so)
- No visible tattoos (please cover them out of respect for clients)
- No excessive jewelry (please limit earrings to one or two pairs, no large hoop or dangling earrings for safety reasons)
- No facial piercing including tongue studs (please cover or remove them out of respect for clients)
- Excellent personal hygiene is expected of all, including keeping hair, facial hair and nails well groomed
- When caring for clients/patients, hair must be pulled away from head and not hang in the patient care area
- Use of chewing tobacco or gum is strictly prohibited at any time in presence of patients, visitors, physicians, guests or while on telephone

NOTE:

- Students may be asked to wear name tags and/or facility identification. These are to be worn throughout the placement.
- In some cases, lab coats or hospital scrubs are required and are the responsibility of the student both in purchasing and maintaining.
- Please be aware that some facilities may have dress codes and identification policies which are more stringent than what is listed here. In that case you should follow the policies of your facility.

Fieldwork

The Fieldwork Practicum component of Bryant & Stratton College's OTA Program is designed to allow students to apply knowledge in real life situations. It is consistent with the curriculum design and ensures that the student's fieldwork experience reflects the present state of affairs in health care and current practice trends.

Consistent with the Occupational Therapy Assistant Program standards, students actively participate in fieldwork experiences to ensure the successful transition from classroom to the clinic. The fieldwork education experience is designed to facilitate contextual application of core clinical skills and clinical reasoning. Thus, such experiences lead to the integration and generalization of the knowledge and skills needed to thrive in diverse cultural environments and the community at large.

Fieldwork Requirements

- a. Clinical fieldwork is a required component of the Occupational Therapy Assistant Program.
- b. In addition to meeting all prerequisites, permission to participate in fieldwork is contingent upon the Occupational Therapy Assistant Program's approval based on overall demonstration of professional conduct, appearance, judgment and performance.
- c. Students are required to submit physical exam and verification of all appropriate immunizations before proceeding with any fieldwork.
- d. Students must comply with all requirements for immunizations, screenings, fingerprinting, background checks, orientations, and training as dictated by fieldwork sites.
- e. Evidence of the American Heart Association or American Red Cross Health Care Provider CPR (cardiopulmonary resuscitation) certification valid through the end of the clinical semester.
- f. Fieldwork placement at various sites is subject to availability, lottery and the discretion of the fieldwork coordinator and the program director. Students are responsible to have a reliable mode of transportation to and from any assigned sites. Students are responsible for any related travel expenses including tolls and parking fees.
- g. Prior to Level II fieldwork courses, students must pass all competencies.
- h. **Level II fieldwork requires full-time availability (34-40 hours per week).** If students do not complete the necessary hours they will not pass and therefore will not be able to successfully complete the program. Therefore, it is critical that students do not schedule ANY activities (work, vacations, personal time, weddings, etc.) that may conflict with these required fieldwork hours/days. Doing so may be considered a violation of this policy and may result in failure of the fieldwork.

Fieldwork Transportation

The Occupational Therapy Assistant Program uses a variety of facilities for student learning experiences.

- Students should expect that the commute (by car) to the site could be up to an hour and 30 minutes (1hr 30 min) travel time from the student's address. The commute may be longer by public transportation. The calculation of driving distance will be done using Google Maps from student's address to site address.

Level I Fieldwork

The goal of Level I Fieldwork is to introduce students to the fieldwork experience, to apply knowledge to practice, and to develop understanding of the needs of clients (ACOTE, 2021). Each of the Level I placements are embedded into a corresponding Assessment and Intervention course:

- OTAP 135 – Fieldwork IA- Semester 2
- OTAP 235 – Fieldwork IB – Semester 4

Throughout these courses, fieldwork experiences serve as a “text” for understanding the occupational therapy process in different contexts and applying clinical reasoning theory to practice. Students develop basic clinical reasoning skills through observation, participation in practice, and reflection on these experiences. Students are also required to participate in **mandatory** synchronous class meetings as outlined in the Level IA and Level IB Fieldwork syllabi.

Level II Fieldwork

The goal of Level II Fieldwork is to develop competent, entry-level, generalist occupational therapy assistants. Level II Fieldwork is integral to the program’s curriculum design and includes an in-depth experience in delivering occupational therapy services to clients, focusing on the application of purposeful and meaningful occupation and research, administration, and management of occupational therapy services. Students are exposed to a variety of clients across the lifespan and to a variety of settings. Students may complete Level II fieldwork in a minimum of one setting, if it is reflective of more than one practice area, or in a maximum of three different settings. A minimum of 16 weeks of Level II Fieldwork is required, on a full-time basis, to meet ACOTE standards.

Students must have successfully completed all the academic coursework and Level I Fieldwork experiences before registering for Level II Fieldwork courses. Placement sites must meet ACOTE mandate requirements. Level II sites are selected by the AFWC based on quality of clinical experience rather than geographical convenience. Students are encouraged to research sites and speak to their AFWC about placements that broaden their view of occupational therapy. If it is determined that a student will not be successful at a site for certain reasons, the AFWC will investigate and explore other placement solutions. All students will be guided by the AFWC in their selection process in order to ensure successful learning opportunities.

Each Level II placement is a standalone 6.0 credit hour course:

- OTAP 270 – Fieldwork IIA
- OTAP 271 – Fieldwork IIB

Academic Policies and Procedures

Transfer Credit and Proficiency Credit

General Transfer Credit Policy

Bryant & Stratton College accepts credits from other accredited colleges, universities, post-secondary institutions, and American Council on Education (ACE) recommended programs for college credit, if the following criteria are met:

The transfer course content must meet or exceed the educational outcomes of the course in the Bryant & Stratton College curriculum.

Official college transcripts or training program/certification documentation for the transfer courses must be received along with the completed transfer request by the end of the student's first semester of enrollment at Bryant & Stratton College.

The applicant earned a grade of C or better in the course.

The length of time elapsed since the transfer course credit has not rendered the course obsolete as to the utility of the knowledge in the field of study or the application of technology.

General Credit by Examination Policy

- a. Credit by examination is a process that employs rigorous assessments that require students to meet all of the established competencies and outcomes for the award of credit for a select group of courses at Bryant & Stratton College.
- b. Prior Learning Assessments (PLAs) are available to all campus-based students for select courses in the degree plan, or liberal arts course series.
- c. It is recommended that PLAs be completed by the end of the first term of enrollment.
- d. Students must earn a grade of 70% or better on any Bryant & Stratton College PLA in order to earn credit for the related course.
- e. PLAs may be taken only once in a subject and must be taken before the student enrolls in the related course.
- f. Students who receive the grade **W** in a course *may not* complete the related PLA, nor may students complete a PLA while they are enrolled in the related course or after they have failed the related course.
- g. For individuals with experience in the armed forces of the United States, or in the national guard or in a reserve component, refer to the *Official Catalog* for the SOCNAV/SOCAD opportunities for earning transfer credit.

Experiential Learning:

Bryant & Stratton College does not grant credit for life experience. The College, however, does recognize that students enter college with life experiences and therefore offer the opportunity to sit for prior learning examination (Policy No.022).

Advanced Placement:

Unless noted otherwise, Bryant & Stratton College will grant transfer credit for Advanced Placement tests for which prospective students have earned scores of 5 (Extremely Well Qualified), 4 (Well Qualified), and 3 (Qualified) unless noted otherwise below. No Bryant & Stratton College campus shall grant transfer credit for AP scores of 2 (Possibly Qualified) or 1 (No Recommendation).

Occupational Therapy Assistant Program Transfer Policy

External OTA coursework will transfer into the College on a case-by-case basis. A content analysis will be completed by the Program Director to ensure that the external course content matches the specified Bryant & Stratton College's course outcomes. Additionally, ACOTE standards taught and assessed in the external course will be compared to the ACOTE standards that are taught and assessed in the College's specified course to ensure there is a match. Any course with a competency check-out requires the student to demonstrate proficiency in this competency prior to admission to the program. The PD or designee will determine competency. Additional requirements include OTA courses must have a five-year currency and the grade for the course is a "C" or better.

Process by which Policies and Procedures Are Communicated to Students

Students will be notified of new policies or changes to present specific occupational therapy assistant policy and procedures via Bryant & Stratton College e-mail by the Occupational Therapy Assistant Program Director. These changes will also be included in the catalog during semester revisions.

Course Grading Scale

The grading scale for the occupational therapy assistant courses is not consistent with all other Bryant & Stratton College programs. The D+ grade is not used in the occupational therapy assistant program with the exception of all liberal arts courses that are not considered major requirements. Student learning will be evaluated using multiple assessment measures: exams and quizzes, individual and group projects, etc. Refer to the instructor's supplemental syllabus for further explanation of assessment measures for individual courses. Syllabi may be revised as needed throughout the term.

Bryant & Stratton College
OTA Hybrid Program Wauwatosa Handbook

Credit Earned	Percentage Grade	Letter Grade	Description
4.0	90-100%	A	Excellent – Performance of the highest level, showing sustained excellence in meeting course requirements.
3.5	85-89%	B+	Very Good – Performance has been very good, though not at the highest level.
3.0	80-84%	B	Good - Performance has been good, though not at the highest level.
2.5	75-79%	C+	Satisfactory – performance was more than adequate, satisfactorily meeting the course requirements.
2.0	70-74%	C	Fair – Acceptable performance, adequately meeting the course requirements to pass and earn credit.
0	69% or less	F	Failure – Performance failed to meet the course requirements, therefore no credit is earned.
		I	Incomplete
		W	Withdrawal

Advisement

- a. Academic/faculty advisors will be assigned to occupational therapy assistant students.
- b. Students are required to meet at least once per semester with assigned faculty member (program director or fieldwork coordinator) to discuss advising related to coursework and fieldwork education in the occupational therapy assistant program.
- c. The Occupational Therapy Assistant Program Director and the Academic Fieldwork Coordinator are available to discuss grades, academic plans or problems, course changes, etc. Students are encouraged to confer with all the resources available as academic problems, conflicts, or concerns arise.
- d. All faculty are available to discuss academic plans or problems, course changes etc. for their specific course (s)
- e. The Dean of Instruction and the Dean of Student Services are also available to advise students as issues arise.

Students with Disabilities

The Occupational Therapy Assistant Program complies with all state and federal regulations regarding the American with Disabilities Act. In an effort to assist students who have a physical or mental impairment that substantially limits their everyday functions, we recommend that they meet with the ADA coordinator as soon as possible to discuss what accommodations or adjustments might be needed to facilitate their full participation in our program. Students with disabilities are encouraged to make an appointment with the ADA coordinator on their campus as soon as possible to discuss their needs. Any accommodations must be determined and arranged through the collaborative efforts of the ADA coordinator and the occupational therapy assistant faculty. Academic outcome expectations will be the same for all students regardless of abilities/disabilities; however, strategies to meet expectations may differ based on individual needs.

Regarding fieldwork, students with a disability are encouraged to voluntarily disclose their needs for fieldwork accommodations with the ADA coordinator well in advance of fieldwork placement. They are also encouraged to voluntarily disclose their need for accommodations with the academic fieldwork coordinator prior to selection of fieldwork sites. Then, through collaboration with the academic

fieldwork coordinator, ADA coordinator, and the student, an accommodation plan may be developed. As with classroom expectations, fieldwork outcome expectations will be the same for all students regardless of abilities/disabilities. However, strategies to achieve entry-level competency may differ based on individual needs. Once an eligible student has disclosed the need for accommodation and/or accessibility to the academic fieldwork coordinator, and has signed a release of information, the fieldwork educator and/or fieldwork supervisor may then be contacted to discuss strategies to be implemented at the fieldwork site.

Progression through the Occupational Therapy Assistant Program

Acceptable Achievement in Occupational Therapy Assistant Courses

- a. Students must achieve a grade of C or better in all OTAP and BIOL courses.
- b. A minimum grade point average (GPA) of 2.0 must be maintained to progress through the occupational therapy assistant program.
- c. All courses are offered in sequence and have prerequisites that must be met before a student may progress in the program.

Academic Policies

The OTA consists of both synchronous and asynchronous virtual class time, as well as on campus lab hours. While you have the freedom to complete the asynchronous coursework according to your availability, it must be turned in by the due date indicated. It is imperative that you log in on time for synchronous meetings as scheduled in order to be successful in the program. Arriving late/leaving early or being absent from synchronous lecture/lab times is unacceptable and may affect your overall grade, program status, and financial aid.

It is extremely important to attend all on campus lab hours. These are intensive skill development weekends and are required to pass the course. Arriving late/leaving early or being absent from on campus lab hours is unacceptable and may affect your overall grade, program status, and financial aid.

In the virtual classroom, instructors present lectures, course materials, evaluations/tests, and interact with students through personal computers. The student interacts with other students and the instructor through messaging and discussion groups. In the virtual environment, you are expected to participate in "classroom" activities including reading, lectures, participating in discussion groups, completing evaluations/test and processing information through reflective activities. In addition, you are required to complete homework, projects, assigned reading, research, and preparation of weekly reflections "outside of the classroom." Levels of participation include active participation within groups or teams, interaction with the instructor, and the completion of course work by specified deadlines.

Technology Requirements

It is important that you have the proper tools to complete your asynchronous assignments, synchronous labs/lectures, and research components of this course. While you are on campus, you will have access to our on-campus computer labs and learning centers, however, you must also have access to a computer at home to ensure you have the resources to complete all of the necessary coursework.

Bryant & Stratton College
OTA Hybrid Program Wauwatosa Handbook

OTA students are required to have access to their own computer (recent model) and a high-speed internet connection (DSL, satellite, cable, etc.) that meet the following requirements:

Hardware:

- 1 GHz processor or higher (Intel core 2 Duo or higher for MAC)
- 4 GB of RAM
- DVD drive
- 40 GB HDD
- PC: Windows 7 or higher operating system
- Webcam, microphone, and speakers
- Printer
- Other computer accessories may be required in the future

Software:

- Mozilla Firefox 23 or higher (Free download) Safari, Chrome, and Internet Explorer are not supported by Blackboard.
- Microsoft 365 (Bryant & Stratton College will provide a free download for this software)
- All students must have updated anti-virus software
- Bootcamp running Windows 7 or VMware Virtual PC for MAC (Highly recommended for some degree fields and classes but not necessary for all students).
- Adobe Creative Suite (only for Interactive Media Design AAS)
- Adobe Flash 9 or higher (Free download)
- Acrobat 7 or higher (Free download)
- iTunes 7 or higher (Free download)
- Quicktime 7 or higher (Free download)
- Other software, including upgrades, may be required in the future

Technical support is available by phone and online. Students may need accessories, patches, or software to experience the complete functionality associated with online education.

As is the case in the medical field, timely, accurate work is expected in this class. Classes should be treated like your job and your presence and active participation is critical for success in both the face-to-face and virtual environment. It is expected that all members of the class will contribute to a positive and active learning environment. Respectful, considerate and professional behavior is expected in all environments. Inappropriate and/or disrespectful language/behavior may result in removal from the class and possibly the program.

Plagiarism- Plagiarism/cheating will not be tolerated. Plagiarism is defined as “to pass off as one’s own the ideas or writings of another.” Academic dishonesty, including, but not limited to plagiarism, multiple submission, collaboration, falsification, bribery, or use of purchased reports will result in disciplinary review. For this course, **any plagiarized work will result in a grade of zero for that assignment and may result in failure of the course.**

Assignment policy- Due dates for assignments will be posted on the tracking calendar and/or blackboard. Assignments are expected to be completed by the due date indicated. Extensions will only be made for *documented personal illness and/or documented personal/family emergencies*. You are

expected to notify the instructor as soon as you are able. If there is work missed, you will be given one opportunity to make up the assignment(s) within one week of the due date. **This opportunity must be initiated by the student. Undocumented absences resulting in late work will immediately drop the assignment one letter grade and will reduce to a zero after 7 days.** Failure to complete an assignment may result in course failure. Make up activities for undocumented absences will be at the discretion of the instructor. **ALL REQUIRED ASSIGNMENTS MUST BE COMPLETED TO PASS ALL COURSES.**

A requirement each term is for students to meet synchronously, either face-to-face or virtually, with the Program Director and/or Academic Fieldwork Coordinator. This will occur at least twice around the midterm and final weeks of the semester. These meetings are held to ensure student success and will include topics such as grades, next term prep, and individual concerns. If needed, the Program Director, Academic Fieldwork Coordinator, or student can request additional meetings at any time.

Remediation

To enhance student success mandatory remediation plans will be developed as per the instructor's supplemental syllabus.

Repeat of an Occupational Therapy Assistant Course

A student who earns a non-passing grade (F) or a withdrawal (W) from an OTA course must repeat the entire course and successfully pass the course. The repeat should occur during the next term the course is offered or as determined by the Occupational Therapy Assistant Program Director.

Grade Appeal

The instructor for the course is responsible for assigning grades. If there is disparity between the opinions of the instructor and the student regarding an assigned grade, the student may challenge the grade by following the grade appeal procedures as outlined in the *Official Catalog*.

Non-Grade-Related Grievance Process

For matters not related to grade challenges, students should follow the established Bryant & Stratton College Grievance Procedures, found in the *Official Catalog*.

Program Jeopardy Status

A student who earns **one** non-passing grade (F) or a withdrawal (W) from an OTAP or BIOL course is placed on program jeopardy status and remains in such status until the student completes the program.

Students who fall below a 2.0 grade point average (GPA) will be placed on program jeopardy status for one semester with the opportunity to get back in good standing.

Program Jeopardy Status is distinct from academic probation as set forth in the College *Official Catalog's* description of the College's satisfactory academic progress policy. A student may be in Program Jeopardy Status in the Occupational Therapy Assistant Program yet may be maintaining satisfactory academic progress at the College. Such a student will be in jeopardy of being released from the Occupational Therapy Assistant Program but may not necessarily be on academic probation.

Release from the Occupational Therapy Assistant Program

Students will be released from the Occupational Therapy Assistant Program for any one of the following reasons:

Bryant & Stratton College
OTA Hybrid Program Wauwatosa Handbook

- a. Student earns a total of two non-passing grades (F) or withdrawal (W) in any OTAP course, whether the non-passing grades are earned in the same course or two different courses and regardless of the semester in which the two non-passing grades are earned;
- b. Student earns a total of two non-passing grades (F) or withdrawal (W) in any BIOL course, whether the non-passing grades are earned in the same course or two different courses and regardless of the semester in which the two non-passing grades are earned;
- c. Student falls below the minimum 2.0 (CGPA) and does not get back in good standing in the subsequent semester;
- d. Student engages in unethical or unsafe conduct while providing patient care;
- e. Student engages in conduct that is illegal or dangerous to self or others.

Students must also maintain the quantitative component of the College's satisfactory academic progress toward completion of their studies in order to remain in good academic standing and remain enrolled at the College. The academic standards for the Occupational Therapy Assistant Program have different levels of performance that augment and supersede the measuring points and requirements outlined in *the Official Catalog* and are used to evaluate a student's ability to progress in the Occupational Therapy Assistant Program.

Re-Entry to the Occupational Therapy Assistant Program

Students may petition for re-entry to the Occupational Therapy Assistant Program one time if they have voluntarily withdrawn from the Occupational Therapy Assistant Program.

Re-entry is considered on a space-available basis. Students must apply for re-entry in writing to the Occupational Therapy Assistant Program Director prior to the start of the semester. The application letter must include:

- a. The last semester attended
- b. The reason for dismissal or withdrawal
- c. The semester in which the student wishes to return
- d. The course(s) he or she intends to take
- e. Transcripts and grades for any courses taken while out of the program
- f. What plans or changes the student has made to ensure retention and success if re-admitted

The request will be reviewed by the Occupational Therapy Assistant Program Director within 7 days of receipt. The student's prior academic and clinical performance and any other pertinent information will be reviewed. If approval for re-entry to the Occupational Therapy Assistant Program is granted, the student will resume the program at a point of entry determined by the Occupational Therapy Assistant Program Director on a space available basis. The student will follow the current catalog courses to complete his/her degree.

Completion of the Occupational Therapy Assistant Program

All students must:

- a. Pass all courses with the minimum grade required.
- b. Earn **73** credits for the Associate of Applied Science Degree in Occupational Therapy Assistant and meet all other applicable Bryant & Stratton College requirements. See the *Official Catalog* for details.

- c. Meet the stated criteria found in this Handbook.
- d. Complete graduation petitions during the final semester of study. Petitions are available in the Academic Office. An administrative graduation fee is assessed for each student and covers the cost of caps and gowns.
- e. Complete the paperwork for the Criminal Background Check as required.
- f. Take part in a portfolio presentation.
- g. Complete all graduation and fieldwork requirements in a timely manner including completion of Level II fieldwork within 18 months following completion of the didactic portion of the program.

Professional Student Conduct

Inappropriate behavior

A student's behavior will be considered inappropriate when his/her actions distract other students or instructor, disrupt the instructor's intended flow of the class, detract from the lecture topics and/or course objectives, or are considered unethical, illegal, dangerous, or threatening. Any inappropriate behaviors suggest a lack of responsibility and self-control are unacceptable.

Students engaging in behavior that is unethical, illegal, or dangerous, may be suspended or terminated from the program or course. Regarding inappropriate behavior that is not unethical, illegal, or dangerous, the instructor will initially verbally advise students who display inappropriate behaviors. If a student displays continued inappropriate behaviors after verbal reprimands, he/she may be removed from the program. The student may then be required to submit an acceptable written remediation plan to the program director. The plan must clearly outline the behavioral problems, identify the probable causes, and detail realistic solutions. Continuation within the program will be determined after review of the plan.

The following ethical conduct is required of all students participating in academic and fieldwork experience required by the Occupational Therapy Assistant Program. The headings (Honesty, Communication, Competence, and Confidentiality...) reflect the issues that members of AOTA most frequently raise (adapted from AOTA 2020 Occupational Therapy Code of Ethics, AOTA, December 2020).

1. Honesty

Be honest with yourself; be honest with all whom you come in contact. Know your strengths and limitations.

- The student shall engage in honest, open discussion with one's advisor pertaining to any factors interfering with acceptable progress in the course of study.
- The student shall avoid cheating on exams and assignments. The student shall avoid assisting fellow students in cheating.

2. Communication

Communication is important in all aspects of occupational therapy. Individuals must be conscientious, truthful and clear in all facets of written, verbal, and electronic communication.

- Each student shall notify the instructor in the event he/she will not be attending class and reasons for the absence.

Bryant & Stratton College
OTA Hybrid Program Wauwatosa Handbook

- If a student believes that a course is not meeting his/her learning needs, the student is to discuss the matter with the course instructor and his/her advisor first.
- The student shall respect the rights and professional standing of, faculty, clinical supervisors and colleagues in occupational therapy and other professions and shall avoid engaging in gossip or slander.
- Written reports are to be presented in an objective, professional manner. Subjective data should be stated as such. Accurate and proper credit shall be given to all intellectual property and published information.

3. Ensuring the Common Good

Individuals are expected to increase everyone's awareness of the profession's social responsibilities to help ensure the common good.

- If a fellow worker/student is acting in an unethical or incompetent manner, it is the student's responsibility to report this to the faculty and/or fieldwork supervisor. If the faculty member or fieldwork supervisor is behaving in the above manner, his or her immediate supervisor should be notified (Department Head, Dean).

4. Competence

Individuals are expected to work within their areas of competence and pursue opportunities to update, increase, and expand their competence.

- Each student shall attend and participate in all learning experiences designed to meet the objectives of the courses in which he/she is enrolled.
- The student shall adhere to all rules and regulations relative to securing and participating in fieldwork placements.
- In fieldwork assignments, the student engages in only those activities for which he/she has been trained, minimizing the possibility of physical or psychological harm to the patient/client. The student should not misrepresent or over-estimate his/her abilities for any reason.
- The student is responsible for knowing and adhering to all rules and regulations and policies of the fieldwork placement center.

5. Confidentiality

Information that is confidential must remain confidential. Such information cannot be shared verbally, electronically, or in writing without appropriate consent. Information must be shared on a need-to-know basis only with those having primary responsibilities for decision-making.

- The student should inform each patient/client that any information provided might be shared with other members of the treatment team responsible for his/her case.
- Information received from the patient/client is to be discussed only for professional purposes and in private.
- Any patient/client information that is shared or discussed in classes or seminars should be done in a manner in which the identity of the individual is not revealed.

Substance Abuse

Bryant & Stratton College requires that occupational therapy assistant students be capable of providing

Bryant & Stratton College
OTA Hybrid Program Wauwatosa Handbook

safe and effective client care at all times. To that end, the College is committed to a substance-free workplace and environment. This means that students must not be impaired by any substances during any part of the Occupational Therapy Assistant Program, including classroom work, laboratory assignments, and clinical settings in which the occupational therapy assistant students participate. Federal law prohibits all use, possession, and/or cultivation of marijuana at U.S. education institutions. Federal law requires any institution of higher education that receives federal funding to have policies in place that prohibit possession, cultivation and/or use of marijuana on campus-this includes Bryant & Stratton College. Therefore, the use, possession and/or cultivation of marijuana is not permitted on any Bryant & Stratton College property, facility, location, campus, building, residence hall or off-campus apartment obtained through Bryant & Stratton College, regardless of state law permissions. Therefore, any situation where a student's ability or performance is impaired by drugs or alcohol will be dealt with in the following manner:

- a. The campus director or academic manager may warn, suspend, or dismiss from school any student for violation of the Code of Conduct as detailed in the *Official Catalog*. Such students will be ineligible to receive any refund of tuition.
- b. The action taken against any student will be based upon the severity of the infraction.
- c. Each case will be handled and determined on an individual basis and will be completely documented and filed in the student's academic file.
- d. All accused students will be afforded the right of challenge the action under the procedures set forth in the *Official Catalog*. However, clinical facilities may, without a hearing, bar the participation of a student who has tested positive in a drug screen or manifested impairment at a clinical facility.
- e. Student Conduct hearings at Bryant & Stratton College are bound by the published guidelines in the *Official Catalog*.

Reasons to Suspect Impairment Include, But Are Not Limited To:

- Repeated tardiness
- Alcohol on the breath or odor of alcohol
- Flushed face and/or bloodshot eyes
- Tremors of the hands
- Unsteady gait
- Patterned absenteeism
- Frequent breaks or disappearance
- clinical day
- Repeated tardiness
- Memory lapses, difficulty concentrating, confusion
- Lack of coordination/dexterity
- Slurred or incoherent speech
- Deterioration of appearance
- Dilated or constricted pupils
- Anger, hostility, irritability, mood swings, agitation
- Presence of drug paraphernalia
- Drowsiness and sleepiness

General Student Conduct

Students should conduct themselves in a manner consistent with the College's educational mission. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates either criminal law and/or the Student Code of Conduct. Students should refer to the Official Catalog for a detail description of the Student Code of Conduct and disciplinary hearings.

Professional Licensure Application Procedure

Students successfully completing the Occupational Therapy Assistant Program are eligible to take the Occupational Therapy Assistant Certification exam through the National Board for Certification in Occupational Therapy (NBCOT).

Applications for the NBCOT certification are completed online at www.nbcot.org. Occupational Therapy Assistant faculty will assist the students in this process.

Students must pay their balance before the College will forward appropriate documentation for student to take board examination.

Wisconsin requires that candidates successfully graduate for an ACOTE –accredited program, pass the national certification exam (NBCOT), and complete all appropriate applications to be eligible to apply for state certification.

Statement of Confidentiality

All information that a student learns about a patient while providing care is private and confidential. This information is not to be shared with anyone except an instructor and those members of the health team directly involved with the care of the patient. The right of privacy is paramount; therefore, confidential information about the patient acquired from any source is to be safeguarded.

- The student shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- The student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

With the healthcare professional-patient relationship based on trust, the patient's welfare and reputation can be jeopardized by inappropriate disclosure and the healthcare professional-patient relationship destroyed. Students are expected without exception to observe the patient's/patients' right to privacy. Serious consequences such as release from the Occupational Therapy Assistant Program may result if the student fails to maintain this privacy. Students are reminded that confidentiality has legal and ethical implications and that an inappropriate break of confidentiality may expose the student to liability.

General Health and Safety

While on campus for lab intensive weekends, all students and faculty are:

- Oriented to the safe use of all OTA related equipment and supplies
- Oriented to resource binder containing equipment manuals
- Involved in educational activities that are structured for safe practices for clients, students and faculty

The program director will act as the contact person for student and faculty concerns regarding safety.

Evacuation Procedures

Evacuation floor plans are posted in the classroom/laboratory, lounges and in various locations in the administrative areas.

Accidental Exposure

Bryant & Stratton College occupational therapy assistant students participate in clinical rotations in multiple facilities. Therefore, in the event of accidental exposure injuries, the student will follow the policy of the facility where the incident occurs. It shall be the responsibility of the fieldwork supervisor in each facility to identify the location of institutional policies and Material Safety Data Manuals and to identify the appropriate contact person in each facility before students begin clinical experiences. Bryant & Stratton College/Clinical Facility assumes no responsibility for the cost of testing/treatment in accidental exposure injury. All students will complete bloodborne pathogen training prior to fieldwork.

Student Health and Counseling Services

Bryant & Stratton College does not provide Student Health Services or Counseling Services. The office of Student Services keeps a reference list of community resources that is available for student use.

Students who are in need of these services may meet with the Dean of Student Services to review the community resource guide for referrals.

Bryant & Stratton College provides career counseling for all current students and graduates of all Bryant & Stratton College programs. Students needing career counseling should contact the Career Services Department on campus to schedule an appointment. Bryant & Stratton College does not provide student health insurance.

For an emergency health need (physical and/or mental) during scheduled class time on the school premises or in a clinical facility, the instructor or his/her designee will contact the Emergency Medical System (911) to summon emergency assistance for the student. The student is responsible for payment of emergency services and any treatment incurred.

For an urgent health need (physical and/or mental) during class time on the school premises or in a clinical facility, the instructor or his/her designee will assist the student to access the community resource reference in the Student Services office. The student is responsible for making and keeping any appointments, as well as payment for services.

Student Support Services

Student support services are available to students from a variety of different departments and professionals throughout the College. Students are strongly encouraged to utilize all available resources provided. The **Learning Commons**, **Online Tutoring** and the **Online Library** will assist students with a variety of academic support services. **Academic advisors** will assist with academic planning, **Career Services** will assist with job search and placement, **Financial Services** will assist with understanding financial aid and financial obligations, and **Professional Clubs** are available to provide a more well-rounded college experience. Students should contact the program director or an expert college representative from the appropriate department with any questions. Student support services are available to students in person and virtually 8am to 8pm, Monday through Thursday, 8am to 4pm on Friday and Saturday.

Fees and Expenses

The tuition charges and associated fees for the Occupational Therapy Assistant Program are established for the system of Bryant & Stratton Colleges and are consistent for programs at all campuses conferring the degree. The tuition and fees are published in the *Official Catalog*.

Student Complaints

Bryant & Stratton College prides itself in providing a positive experience for all students. In the event you become dissatisfied with any aspect of your educational experience, you have the right to post a formal complaint. To register a formal complaint, you should adhere to the following procedure.

1. Prepare a written complaint describing the nature of the problem, the date of occurrence, and your student identification number. You can mail, e-mail, or submit a paper copy of your complaint. Send this formal complaint to the program director or manager of the appropriate department. If your concern does not relate to a specific department, address your complaint to the Dean of Instruction.
2. You will receive a return message within 5 business days, confirming that your complaint has been received.
3. Within 10 business days of receipt of the complaint, you will receive an official response from the program director, manager, or campus designate. The response may include a scheduled meeting, resolution action, or referral to a committee.
4. All formal complaints are retained as part of the student files.
5. If you are dissatisfied with the response from the campus department manager, you may submit your concern to the Campus Director.

Student Acknowledgement of Handbook

Students must sign the form on the following page acknowledging that they read the Handbook.

Completed forms must be submitted prior to the College orientation the first semester.

Student Acknowledgement of Handbook

I, _____, acknowledge that I have entered the College website and read the Occupational Therapy Assistant Program Student Handbook and the current Bryant & Stratton College Catalog.

I understand that it is my responsibility to know the contents of the Student Handbook and the Catalog and that it is my responsibility to refer to these publications as the need arises. I also understand that it is my obligation to periodically review the Student Handbook and the Catalog and to look for changes. I also understand that it is my obligation to view updates to the Student Handbook and Catalog upon notice of amendments.

I agree to be bound by the requirements, standards, policies, and procedures set out in the Student Handbook and the Catalog and any amendments to them.

I understand that I will be held accountable for deviation from the requirements and obligations set forth in the Student Handbook and Catalog and that such deviation may result in disciplinary action taken against me including suspension, release from the Occupational Therapy Assistant Program, or dismissal from Bryant & Stratton College.

I understand that neither the Occupational Therapy Assistant Program Student Handbook nor the Catalog is a contract or an offer of a contract and that I should not consider them as such. I also understand that the Student Handbook and the Catalog are subject to change at any time without notice.

Questions regarding updates may be directed to the Occupational Therapy Assistant Program Director. If any information in the Student Handbook or Catalog conflicts with the State or Federal Statute, Rules, or Regulations, the State or Federal Statutes, Rules, or Regulations will control.

Printed Name _____

Signature _____

Date _____