



# **Student Handbook**

## **2021**

### **Bryant & Stratton College**

### **Occupational Therapy Assistant Program**

**Campus Locations:**

**Solon, OH**

**Wauwatosa, WI**

**Rochester, NY**

**Syracuse, NY**

*\*Last Updated 9.20.2021*

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*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**

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 Programs at Solon, Rochester, Syracuse and Wauwatosa are accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). Graduates of the Solon, Rochester, Syracuse, and Wauwatosa programs 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](http://www.acoteonline.org).

The Occupational Therapy Assistant Program is approved to operate in the states of Ohio, Wisconsin and New York.

### ***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 21<sup>st</sup> 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 classroom and in the laboratory setting. Students are challenged and supported in connecting new learning to previous experiences. Didactic 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.

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](http://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 (50 or above) and English (72 or above)
5. Minimum GPA of 2.5
6. Interview with the Occupational Therapy Assistant Program Director or designee. 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. \*

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: If required by clinical facility.
- 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.



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 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.

In addition, in order to participate in fieldwork at an outside clinical facility, students must meet the specific eligibility requirements of the facility including passing a medical examination acceptable to facility prior to their participation in the fieldwork program at least once a year. If a student is not accepted to a facility because of a medical condition, the student will not be able to successfully complete the Occupational Therapy Assistant program because fieldwork participation is required to complete the program.

### ***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.**

## **OHIO**

### **Ohio Criminal Background Check Requirements**

Section 4755.70 of the Ohio Revised Code requires all individuals applying for a license issued by the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board to submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI).

Students are also required to disclose the following matters including but not limited to: any and all criminal convictions and certain past actions taken in other states or jurisdictions. Students are responsible for completing the background check, if required for the fieldwork setting. After the initial background check, students are required to notify the Occupational Therapy Assistant Program Director of all subsequent criminal offenses.

In addition to the initial background check, students must submit to additional background checks as they expire. Students are responsible for subsequent fees for background checks. Also, during some fieldwork courses, checks requiring fingerprinting may be required for admission to fieldwork facilities.

For information concerning the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board requirements, see the Web site <http://otptat.ohio.gov>.

## **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. 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.

## **NEW YORK**

### **New York Criminal Background Check Requirements**

Students are required to have a background check performed each year prior to the start of fieldwork. The service utilized for this check is American Databank. An additional fee may apply to complete the background screenings. Please be aware that specific fieldwork sites may require additional screenings not offered by American Databank. Background checks to be completed as required by fieldwork site.

The New York State Department of Public Education requires that anyone working with students or teachers in a school setting is required to be fingerprinted. You may be required to obtain fingerprinting clearance depending on your fieldwork placement. Please follow your site protocol related to fingerprinting as needed.

### **Drug Use, Illnesses, and Other Conduct**

Other conduct that could result in the denial of the ability to sit for the examination, or cause the denial of licensure, certification, or registration includes:

1. Fraud and deceit in procuring or attempting to procure occupational therapy assistant license, certificate, or registration;
2. Unprofessional conduct;
3. Willful or repeated violation of state law governing professional licensure;
4. Use of alcohol or drugs to the extent that such use renders a person unsafe to practice;
5. Any mental or physical illness that renders a person unsafe to practice.

## **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:

- 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.

## ***Transportation to Fieldwork Sites***

The Occupational Therapy Assistant Program uses a variety of facilities for student learning experiences. The facilities are located in various areas of the community and require students to provide transportation to and from the facility.

- a. Students are responsible for their transportation to and from fieldwork sites for fieldwork experiences.
- b. Under no circumstances are students allowed to transport clients in their private vehicles.

## **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.

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

### **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.

### ***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. Students must complete CPR with first aid prior to fieldwork assignments.
- 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.



## **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*. A student receiving a failing grade for unethical or unsafe conduct who nonetheless otherwise meets satisfactory academic progress requirements may be released from the Occupational Therapy Assistant Program yet may continue within the College in a different program at the discretion of the College. Such a student, however, may be subject to the College's disciplinary process for violation of the Code of Conduct as described 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 with no opportunity for re-entry and without the benefit of program jeopardy status for any one of the following reasons:

- 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, and 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 Guidelines to the Occupational Therapy Code of Ethics, AOTA, September, 2005).

#### **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.
- 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 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. 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 during 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](http://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.

New York, Ohio and Wisconsin require 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***

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 for your campus are posted in the classroom, 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 Center**, **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.

## ***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.

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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 to the Occupational Therapy Assistant Program Director by the third week of the semester.



## **Student Acknowledgement of Handbook**

I, \_\_\_\_\_, acknowledge that I have entered the College website and read the Occupational Therapy Assistant Program Student Handbook for Fall 2019 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 \_\_\_\_\_