POLICY:

1. Students accepted for admission to the Master of Occupational Therapy (MOT) program matriculate into the program with the assumption that they will complete all published degree requirements while ISU students within the program.

2. An MOT student may petition to waive a course within the MOT curriculum if he or she has successfully completed a course in an entry-level occupational therapy curriculum accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) which he or she feels duplicates the content of the ISU course.

3. A petition requesting course waiver is considered by a committee consisting of all full-time faculty members within the MOT program. A majority of those present and voting is necessary to approve such a request.

4. If a course waiver is approved, and if the student received graduate credit for the previous course, the credits count toward the required minimum number of credits needed for the awarding of the MOT degree. If the student received undergraduate credit for the previous course, he or she must earn sufficient graduate credits from suitable ISU electives to obtain the required minimum number of credits for the awarding of the MOT degree.

5. Waiver of required courses or other degree requirements is not made other than by the process detailed in this policy; thus, determinations regarding requests for waivers made before matriculation of students into the MOT program cannot be made. For this reason, it is impossible for a student to be admitted with advanced standing or with waivers in place at that time. The department is not bound by speculative statements made to students prior to their matriculation and engagement in this process.

PROCEDURES

1. Students wishing to petition for a waiver submit a request to the Program Director of the MOT program.

2. It is the petitioning student’s responsibility to provide sufficient evidence to convince the faculty committee members of the validity of the request. Generally, petitions should show the topics of the course that is proposed to be waived through reference to syllabi and other course materials and should juxtapose these topics against the content of the previously-taken course in a manner detailed enough to provide a basis for the committee to determine issues of equivalency.
3. When the petition is received, the Program Director provides copies to all full-time faculty and schedules a time for discussion and voting regarding the petition. The discussion and vote may occur during the course of regularly-scheduled faculty meetings, or a special meeting may be called at the discretion of the Program Director.

4. The committee will respond within 30 working days of the Program Director’s receipt of the petition. The committee may vote to approve the request (or fail to approve it if fewer than a majority of those present and voting support it) or, if it is determined that more information is necessary, may vote to request that the student provide additional information. If additional information is requested, the committee will conduct a final vote within 30 working days following the receipt of the requested information by the Program Director.

5. The results of the committee’s action is communicated to the student by the Program Director via U.S. mail.