

June 2013

# **Handbook for the Doctor of Occupational Therapy Degree Program**

Department of Occupational Therapy Education  
University of Kansas Medical Center

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## THE OTD PROGRAM

### ***Introduction***

The 2017 vision for occupational therapy is a “*powerful, widely recognized, science-driven, and evidence-based profession with a globally connected and diverse workforce meeting society’s occupational needs*” (AOTA, 2003). Therefore, this academic program is designed to prepare current occupational therapists to become leaders, educators and innovators to meet the needs of today and in the future. This program recognizes the diverse populations and work settings in which occupational therapists work. The educational activities are designed for student to reflect upon their current practices, utilize evidence, strive for best practices, evaluate outcomes and become leaders in their chosen practice areas.

### ***Class Expectations***

**Attendance**--Attendance requirements and student responsibilities are outlined in the course syllabus provided at the beginning of each course.

**Absences** –Anticipated absences need to be cleared ahead of time with the instructor.

### ***Online Platform***

OTD courses are taught online. Students are required to use a computer with video-conferencing capabilities. To learn more about the different types of technology used in our online courses, complete the online orientation: <http://www.kumc.edu/online-student-orientation.html>

### ***Email***

Once you are admitted to the program, you will receive a kumc.edu email address. Check this email regularly for information from your advisor, instructors, and classmates.

### ***Online course management***

Some elements of the courses are asynchronous and students can log on to the web platform at any time to complete those online activities. All OTD courses will have a website for managing course activities. Assignments, group discussion and other information will be posted to the website. Be sure to log-on and become familiar with navigating the site. Online tutorials are available through Teaching and Learning Technologies

### ***Video conferencing***

Periodically, classes meet in real-time using web-based video conferencing. All students in online courses are expected to utilize a high speed internet connection, a web cam and microphone. Headset with microphone is preferred to reduce feedback noise. Your attendance as synchronous sessions and your participation in asynchronous sessions is critical to your learning.

### ***Professional Behavioral Expectations***

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As faculty and students within a professional program at University of Kansas Medical Center we endorse the AOTA standards and ethics policies and the KUMC/School of Health Professions Policies and Procedures. We expect, as occupational therapists, to share with you a mutually stimulating, sharing, and facilitative learning environment. We appreciate and anticipate your participation and contribution.

Behaviors not in accordance with the expectations within the occupational therapy program include:

- a) exhibiting competitive behaviors which are destructive to learning
- b) breaching confidentiality
- c) cheating, and/or dishonesty in any form
- d) unauthorized use of other ideas, written work, assignments or exams (plagiarism)
- e) misrepresentation of work submitted

Non-academic behaviors warranting disciplinary action include but are not limited to:

- a) Missing meetings and/or clinical experiences without notice
- b) Using university resources for personal purposes (e.g. to promote non-KUMC event or market personal items; accessing university resources without being enrolled)
- c) Knowingly falsifying university information (e.g. altering, misusing and/or misrepresenting university resources)
- d) Knowingly falsifying information pertaining to self (e.g. misrepresenting, altering or plagiarizing personal work)

### ***Vision, Mission, and Philosophy of the Department***

The Occupational Therapy Education Department at the University of Kansas has adopted the following statements which outline our vision, mission, and philosophy. These statements summarize our dreams, directions and beliefs and provide the foundation for the design of the curriculum and educational experiences offered to our students.

#### **Vision Statement**

Preparing professionals for progressive practice and proactive leadership.

**Mission Statement** To provide exemplary education that prepares innovative Occupational Therapists to support people to participate everyday life.

#### **Philosophy**

We Believe:

- People learn through supported discovery and reflection;
- Best practice promotes participation in authentic environments;
- Interdisciplinary collaboration enriches education and practice;
- People have the right and capacity to direct their own lives;
- Participation in everyday life is influenced by the interaction among person, task, and context;
- Producing and using evidence is important for best practice;
- People have the capacity to change and adapt;

- Quality of life is dependent on engagement in occupation.

## **Faculty Roles**

Faculty members carry responsibilities in three major areas of work – teaching, research and service. To you, the student, teaching is the most visible activity, but faculty also plan, develop and conduct research to contribute to the knowledge base of our profession. Service activities are varied and include administrative tasks, involvement in department, school, and college committees and/or treatment/ consultation in assigned clinical areas in and out of the Medical Center.

## **Committees**

The program managers are organized to allow us to accomplish our work. They are:

**Admissions Manager:** Lauren Foster

Handles requests for information about admission to the OTD program and processes applications.

**Curriculum Manager:** Dory Sabata

Responsible for coordinating and reviewing curriculum content and changes before submitting to faculty for approval.

**Graduate Director:** Jeff Radel

Responsible for development of graduate programming and communications with the University Office of Graduate Studies.

## **Who is My Academic Advisor?**

When each student is accepted into the OTD program, they are **assigned a faculty** member to serve as an academic advisor. Your advisor will assist you with enrollment as you progress through the curriculum, and will keep track of your academic progress. Your advisor will be a member of the OT education faculty and may or may not be directly involved with your area of interest, but can be a valuable resource if you have questions about course work or other aspects of your academic program. Your academic advisor can help you with questions or concerns, evaluate options for courses in which to enroll, and suggest solutions regarding academic progress. Any information or concerns discussed with your advisor are considered confidential. Your advisor will help you complete a Student Tracking sheet and will remind you update it each term. This form will help both you and your advisor keep track of which courses you have taken and those you plan to take in the future.

## **Who is My Faculty Mentor?**

Students also **select a faculty** mentor who will guide you in developing proposals for practicum work. Faculty members have varied interests. As a student prepares for practicum work, that student will be encouraged to select a faculty member whose interests fit with the student's professional goals.

## **Other helpful resources:**

Other students, members of the Occupational Therapy Education Department, the School of Health Professions, and KU Medical Center generally offer a broad range of interests, expertise, and experience. These individuals are resources who can provide advice and insight on a number of topics.

## Faculty of the OTD Program

### **Winnie Dunn, PhD, OTR/L, FAOTA**

- Title: Professor and Chair of the Department of Occupational Therapy Education
- Specialty Area: Neuroscience, sensory processing, children and families
- Education: BS in Occupational Therapy from the University of Missouri; MS in Special Education from the University of Missouri; Ph.D. in Neuroscience from the University of Kansas
- Personal Tidbits: enjoys family, friends, gardening, cross stitching, reading novels, knitting, going to movies and traveling. Winnie's husband owns City Pets in Westport.

### **Lauren Foster, OTD, OTR/L**

- Title: Clinical Assistant Professor
- Specialty: Community based supports for children and families, coaching and psychosocial approaches
- Education: B.S. in Psychology from Boston University; MOT and OTD in Occupational Therapy from University of Kansas.
- Personal Tidbits: Enjoys reading, cooking, exercising and traveling. Has the world's most adorable dog, a bichon-poo named Theodore.

### **Lisa Mische Lawson, PhD, CTRS**

- Title: Assistant Professor
- Specialty Area: Therapeutic recreation, community recreation, school based therapeutic recreation
- Education: BS in Therapeutic Recreation from the University of Missouri, MS in Therapeutic Recreation from Temple University, Ph.D. in Therapeutic Sciences from University of Kansas
- Personal Tidbits: enjoys spending time with husband and two boys, travel, reading, and competing in an occasional triathlon.

### **Becky Nicholson, OTD, OTR/L**

- Title: Clinical Assistant Professor
- Specialty Area: Pediatrics

- Education: BS in Occupational Therapy from the University of Kansas; MS in Special Education in Learning Disabilities from the University of Kansas, OTD from University of Kansas Medical Center
- Personal Tidbits: Worked for 20 plus years in a school-based practice. Married with two daughters. I spend much of my free time with various family activities. I love to garden, play the piano, and I am an avid KU basketball fan.

### **Jeff Radel, PhD**

- Title: Associate Professor
- Specialty Area: Functional correlates of development and plasticity in the central nervous system; dietary influences on brain development & function; animal models of traumatic brain injury; traumatic brain injury in sports
- Education: BA in Psychobiology from Oberlin College; MA and Ph.D. in Experimental Psychology from Dalhousie University, Nova Scotia, Canada; Postdoctoral fellowship in Developmental Neuroscience at the University of Pittsburgh
- Personal Tidbits: Avocations include recreational cooking, refinishing antique furniture, nature photography, kayaking/hiking/camping, and repairing things even if they don't need to be fixed. My spouse is a Speech-Language pathologist on the KUMC faculty, and we have a teenage son.

### **Kelli Reiling, OTD, OTR/L**

- Title: Clinical Assistant Professor
- Specialty Area: Adult Outpatient, Adult Wheelchair Seating Assessments, Disability Determinations, Treating individuals with neurological involvement (acute and progressive), Consultative Services
- Education: BS in Occupational Therapy; Occupational Therapy Doctorate (OTD); both from the University of Kansas
- Personal Tidbits: Enjoy spending time with family and friends; My family includes a 3 year old Jack Russell/Yorkie mix rescue and 1 year old Hound mix rescue (aka Milo and Rosa); Love live music and theater; Appreciate home remodel projects and volunteer opportunities (personal and professional)

### **Dory Sabata, OTD, OTR/L**

- Title: Clinical Assistant Professor
- Specialty Area: Aging, Environmental Modifications, Universal Design, Assistive Technology, Home & Community-Based Practice
- Education: BS in Gerontology & Psychology from (Southwest ) Missouri State University and OTD from Washington University in St. Louis, MO

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- Personal Tidbits: I'm originally from Nebraska, but have lived in Arkansas, Missouri, Maryland, California, Georgia and Kansas.

## **Other Faculty in the Occupational Therapy Education Department**

### **Jane Cox, MS, OTR/L**

- Title: Clinical Assistant Professor
- Specialty: Community-based pediatrics
- Education: B.S. in Occupational Therapy from University of Kansas; M.S. in Post Professional Pediatric OT from University of Kansas; PhD student in Therapeutic Science at the University of Kansas.
- Personal Tidbits: Enjoys exercising and getting outdoors whenever possible. I love good food, rarely miss a meal and it's always best when shared with good friends.

### **Rhonda Johnson, PhD**

- Associate Professor, Clinical Psychologist
- Specialty Area: Oncology, Sexuality
- Education: BS in Journalism from Oklahoma State University; M.Ed. in Community Psychology from University of Central Oklahoma, Ph.D. in Counseling Psychology from Oklahoma State University. Certified as Sexuality Educator and Sex Therapist.
- Personal Tidbits: I enjoy traveling with my husband. We also garden and cook together and have become KU Basketball fans.

### **Lauren Little, PhD, OTR/L**

- Assistant Professor
- Specialty Area: Autism Spectrum Disorders, Sensory Processing, Family Centered Intervention, Early Autism Screening
- Education: BA in Political Science from DePaul University, MS in Occupational Therapy from the University of Illinois at Chicago, and PhD from the Division of Occupational Science at the University of North Carolina, Chapel Hill.
- Personal Tidbits: Enjoys running, yoga, spending time with family, trying new restaurants, and exploring new cities.

### **Wendy Hildenbrand, MPH, OTR/L, FAOTA**

- Title: Clinical Assistant Professor

- Specialty Area: Mental Health and Psychosocial Performance Issues; Public Health; Health System Policy Issues; Leadership/Professional Development
- Education: BS in Occupational Therapy from University of Kansas; Master's in Public Health from University of Kansas
- Personal Tidbits: The "must-haves" in life include spending time with family & friends, being Mamma to my grandkids, March Madness (Go Jayhawks!!), humid summers at the ocean, pomegranate Mojitos, good books, a little jazz and reggae, and a spiritual compass. Life balance rule of thumb – —Play as hard as you work!

**Ellen Pope, OTD, OTR/L**

- Title: Clinical Assistant Professor
- Specialty Area: Pediatrics, Infant Toddler (Part C) Early Intervention, Developmental Disabilities
- Education: BS in Occupational Therapy from the University of Kansas; MS in Severely Multiple Handicapped Education from the University of Kansas; Occupational Therapy Doctorate (OTD) from the University of Kansas
- Personal Tidbits: enjoys traveling: splitting time between Kansas and New Mexico and visiting adult children and two grandchildren across the country; running, hiking and yoga.

**Scott D. Tomchek, PhD, OTR/L, FAOTA**

- Title: Associate Research Professor
- Specialty Area: Autism; Sensory Processing; Diagnostic Assessment; Children and Families
- Education: BS in Occupational Therapy from the University of Wisconsin-Milwaukee; MS in Occupational Therapy from the State University of New York at Buffalo; Ph.D. in Rehabilitation Sciences from the University of Kentucky
- Personal Tidbits: Originally from Wisconsin and currently lives in Louisville, KY; Enjoys spending time with wife (Anita) and children (Dominic and Elana) traveling, coaching basketball and engaging in other sports. Plays volleyball, collects bourbon, and favorite show is Sportscenter!

**Philip Twumasi-Ankrah, PhD**

- Title: Assistant Professor
- Specialty Area: Statistical methods of clinical and observational research; Genetic basis of diseases and conditions; Patient reported health-related quality of life outcomes; Comparative effectiveness research; Cancer research

- Education: BA (Honors) in Statistics and Geography & Resource Development from the University of Ghana; MSc in Applied Statistics from the Bowling Green State University, Ohio; PhD in Biostatistics from the University of South Carolina; post-doctoral training in cancer clinical trials at the Clinical Trials Group of the National Cancer Institute of Canada (NCIC-CTG) of Queens University in Kingston, Ontario, Canada
- Personal Tidbits: I have a passion about making biostatistics relevant to everyday life. My motivation is this saying attributed to Confucius, a Chinese philosopher and reformer (551 BC - 479 BC), *"The essence of knowledge is, having it, to apply it; not having it, to confess your ignorance."*

**Andy Wu, PhD, OTR/L**

- Title: Research Assistant Professor
- Specialty Area: stroke, adult neurorehabilitation
- Education: BS/MOT from the University of Kansas; PhD candidate (Therapeutic Science) at the University of Kansas
- Personal Tidbits: My wife is Albanian. I enjoy working out, cooking/eating, and KU basketball.

**Staff Roles**

Staff are here to assist with administrative issues. You will likely be in contact with staff for enrollment, initial set up of email, and course permission numbers.

**Office Staff for OT Education**

**Michael Ahlers, MBA**

- Title: Administrative Officer
- Education: MS in Gerontology from Wichita State University, MBA from Baker University
- Personal Tidbits: I have been with the University of Kansas Medical Center for over t14 years. I enjoy spending time with my wife, Maria and my two sons Cooper and Thatcher. When I am not running around with them, I am spending my time being an avid Jayhawk fan, golfer, and sports fanatic. I am looking forward to meeting all of you!

**Angie Ford, BS**

- Title: Fieldwork Coordinator
- Education: BS in Human Resources Management - Friends University.
- Personal Tidbits: I love working with students and the fieldwork site personnel. I have 29 years in higher education and I'm still going strong. I have been happily married for 30 years. We have 4 kids and 10 grandkids. I love to cook, garden, scrapbook, do activities with the grandkids, and participate in cancer awareness fund-raising activities. I LOVE taking pictures - to which my family & friends can attest.

### **Jennifer Tanquery, BS, MA**

- Title: Research Associate
- Education: MA-Curriculum and Instructional Leadership with an emphasis in Learning Technologies from University of Missouri-Kansas City
- Personal Tidbits: I have been with the OT Education department for four years and am fascinated by what I have learned about occupational therapy. I have 20 years of experience in higher education. In my spare time, I enjoy knitting, cycling, quilting, sewing, golf, cooking, singing, and working in my yard.

### **Katherine Wade, BS**

- Title: Admissions Coordinator
- Education: BS in Social Sciences from the University of Maryland
- Personal Tidbits: I have a strong background in student advising, military education advising, and advising my family who do not want my advice. I spend most of my time being my 12 year old son's biggest fan in all sports, and loving my non-traditional family of a fireman, and 2 of his kids. I like working out, and eating back all of the calories I burn, camping, sports, and of course my family and friends.

## ***Community Projects and Service Contracts***

Our department and faculty are involved in a variety of community projects and service contracts designed to offer occupational therapy expertise and skill in the development and provision of services. Below are examples of service projects in which faculty are or have been involved. For a complete list of our current service learning projects in the community visit our Facebook page at:

<https://www.facebook.com/pages/University-of-Kansas-Occupational-Therapy-Education/193810177327330?ref=hl>

## **OTD Curriculum**

### *Summary of Curriculum Structure*

The Occupational Therapy Doctoral Program is composed of the following types of coursework: (a) a series of core courses, (b) interdisciplinary elective courses which fit with the goals and interest of the OT practitioner, (c) practicum courses for skill development, and (e) a culminating Capstone project. *Please note that the requirements listed below are for students who already have a master's degree or who previously completed at least 24 graduate credit hours. The curriculum outlined below is in addition to existing credits the student may have.* The OTD flowchart in **Appendix A** describes the timeline of academic offerings of the core courses in the OTD Program. The elective courses can be taken at any time. The practicum courses are taken near the end of the curriculum.

### Core Courses

- OTD 865 Occupation (Theory) Based Practice (3 credit hours)
- OTD 835 Quantitative Research for Applied Science (3 credit hours)
- OTD 880 Program Evaluation (3 credit hours)
- OTD 875 Professional Development (3 credit hours)
- OTD 860 Theory and Practice in Occupational Therapy (3 credit hours)

### Interdisciplinary Elective Courses

Students select four 3-credit hour elective courses, one from each of the following areas: Leadership, Teaching, Qualitative Methods, and General elective. These courses are selected by each student in collaboration with the academic advisor and are taken in other disciplines.

### Practicum Courses

- OTD 850 Teaching Practicum (3 credit hours)
- OTD 885 Advanced Practicum (3 credit hours)
- OTD 890 Capstone (3 credit hours)

### **Teaching Practicum**

This course is taken after the teaching elective has been completed. Through this practicum, students apply teaching skills. Teaching practicum activities can include such as: curriculum development, course development/lectures, continuing education, client education, staff development, and advocacy.

*Examples:* Making presentations at professional meetings; develop and/or teach a course or portion of a course; conduct in-service or continuing education workshops for professionals; develop and implement education materials for clients or the general public; participate in public debate related to professional issues; submit an opinion paper to a public forum

### **Advanced Practicum**

Students will identify an area of practice through which they want to develop clinical initiatives and leadership. Selected field experiences will provide opportunities for program development, leadership, and information dissemination. Upon completion, the students will develop skills towards changing one's own personal practice, current practice setting, and general practices with the target population. This segment of the OTD program is intended to yield advanced, innovative approaches to practice, and the time needed to obtain this outcome will vary from student-to-student and setting-to-setting. This course can be taken 1-3 credits at a time for a total of 3 credits. Please see the advanced practicum folder on Blackboard for more information.

### **Capstone**

The capstone project will comprise a written report that involves both literature and field activity. A capstone project report represents the application of knowledge as well as the search for it, and differs from a thesis such that student opinion and experience is involved. The student must negotiate capstone objectives, evaluation standards and any potential approvals to the practicum plan. Please see the capstone folder on Blackboard for more information.

**Appendix B** outlines a sample of how courses may be taken to complete the curriculum in 3 years. **Appendix C** outlines a sample of how courses may be taken when only enrolled in 3 credits/semester.

### ***Other Expectations***

As part of the curriculum, students will be expected to disseminate knowledge to colleagues in their profession. Specifically, students will be asked to submit work for presentation at a national conference (such as AOTA) and to submit articles for publication. These activities are embedded in the curriculum to help develop leadership of our students within the occupational therapy profession.

### **Enrollment**

Students will enroll themselves using the 'Enroll and Pay' website (<https://sa.ku.edu/>). During enrollment time, students will need to obtain permission numbers from staff (primarily the Admissions Coordinator). Payment for tuition is done online and deadline for payment is determined by when you enroll. The Registrar distributes the bill for tuition via the students email account. Holds by various University departments can be imposed on a student's enrollment. It is the student's responsibility to resolve all holds so they may enroll in a timely manner. Examples of enrollment holds: Insurance, Health, Parking, Financial Aid, or more than one semester without enrolling. Contact the appropriate office to resolve the hold.

Please note that the course meeting times listed on the 'Enroll and Pay' website do not necessarily match the actual locations and times for our classes. Instead, refer to the schedules provided to you each term by the instructor.

### **Preparing to graduate:**

Student must attend to a few details in order to complete the degree successfully and on time. Attending to these details is the student's responsibility, but please seek advice from your faculty mentor or the graduate director if you have questions!

***Application for Degree (AFD):*** This is a Registrar's Office function and is described on their website: <http://www.kumc.edu/student-services/office-of-the-registrar/current-students/more-information/application-for-degrees.html> . The AFD form is available through the Enroll&Pay website, which requires the student's Novell username and password for access (e.g., this can't be done by faculty or staff). The AFD form must be submitted by a specific deadline during the term in which you plan to graduate. That deadline is published on the Registrar's website <http://www.kumc.edu/student-services/office-of-the-registrar/current-students/academic-calendar.html> and on the Office of Graduate Studies website [http://www2.kumc.edu/aa/gradstudies/grad\\_grad.htm](http://www2.kumc.edu/aa/gradstudies/grad_grad.htm) There is no penalty for submitting the AFD and then not completing all requirements that term – but you will need to submit a new AFD the next term prior to that next term's deadline. Be forewarned - past experience indicates there is little flexibility if you fail to meet the AFD submission deadline. There is a short window between the AFD deadline and the graduation date for that same semester in which you can petition and pay a late fee for your AFD – see the Registrar's website: <http://www.kumc.edu/student-services/office-of-the-registrar/current-students/more-information/application-for-degrees.html>

***Enrollment during final term:*** University rules also state that the graduating student must be enrolled during the final term prior to graduation. This can be for as little as 1

credit hour under certain circumstances, but historically there has been little flexibility in making exceptions to this rule.

***Incompletes, etc.:*** University rules states that a student cannot graduate if there is an incomplete (I) or wait grade (WG) is present in the transcript and that course is to be counted toward the degree. These assigned grades will need to be revised prior to graduation. Completion of an incomplete or wait grade does not constitute enrollment in a subsequent semester. A student must be enrolled the semester they graduate unless they meet the early deadline for completing all requirements for the degree established for each semester and published in the Graduate Studies Calendar posted on the Graduate Studies website: [http://www2.kumc.edu/aa/gradstudies/grad\\_grad.htm](http://www2.kumc.edu/aa/gradstudies/grad_grad.htm) An incomplete (I) or waiting grade (WG) grade must be changed officially with the Registrar by this early deadline or the student will need to enroll in another course in order to graduate.

***Progress-to-Degree form:*** The Office of Graduate Studies requires that significant milestones in the training of students in traditional graduate programs (MS, PhD) be documented using the Progress-to-Degree form (it once was called the Do-All form). Although this requirement does not apply to clinically-focused degree programs (MOT, OTD), some of the details may be useful for you, your advisor, and your mentor to consider. Note that the Progress-to-Degree form *should* be used by your department to notify the Office of Graduate Studies of a change from provisional to regular status for those admitted provisionally who have since met the requirements for regular admission. Note you must be in regular status to qualify for graduation.

***Diploma and Transcript:*** The Registrar's office prepares and distributes transcripts and diplomas. Information about each is posted on their website:

***Transcripts:*** <http://www.kumc.edu/student-services/office-of-the-registrar/alumni-and-verifications/ordering-transcripts.html>

***Diploma:*** <http://www.kumc.edu/student-services/office-of-the-registrar/alumni-and-verifications/diplomas-and-certificates.html>

***Academic Regalia:*** Submitting your 'Application for Degree' form launches a series of events, one of which will be having your name added to the Bookstore's list of people who may want to buy hoods and rent caps & gowns from the Bookstore. Beginning in March, monitor your e-mail for announcements about academic regalia.

***Department of OT Education Hooding ceremony:*** This ceremony involves only graduates of the OT Education programs and their family and friends, and typically takes place on Friday afternoon before graduation weekend, on the KUMC campus in a ceremony attended by family and friends.

***School of Health Professions Recognition Ceremony:*** This ceremony takes place off-campus but still in Kansas City (typically in the Soldiers & Sailors Memorial building in KC, KS) on Saturday morning of graduation weekend, and is attended by all graduates of the School of Health Professions, family & friends. Information will be sent to you in April by the SHP Dean's office about location, times, and other important details.

**KU Doctoral Hooding Ceremony:** Doctoral candidates are eligible to participate in the Doctoral Hooding Ceremony held annually in May on the Lawrence campus.

[http://www.graduate.ku.edu/doctor\\_hooding/doindex.shtml](http://www.graduate.ku.edu/doctor_hooding/doindex.shtml)

**Commencement:** Graduating students are eligible to participate in KU's Commencement ceremony, held annually in May on the Lawrence campus.

<http://www.commencement.ku.edu/>. These ceremonies take place on Saturday and Sunday.

**Graduate Studies Degree Verification Checklist:** *(these details apply to all graduate students and must be satisfied before a student can graduate)*

- Office of Graduate Studies (GS) reviews student's official file maintained by the Registrar's Office
- GS verifies that an official transcript from the admissions process is in the student file indicating bachelor's degree was conferred
- GS verifies that if student was provisionally admitted the provisions have been met and the department has requested changed to regular admission status
- GS verifies KUMC cumulative GPA for graduate work is a minimum 3.0
- GS checks for "I" or "WG" grades for prior semesters & notifies department to submit Change of Grade as needed
- GS verifies student is enrolled during the semester of graduation
- GS verifies that final semester grades are entered with no "I" or "WG" grades and then checks final cum GPA for minimum of 3.0
- GS checks that department has entered verification that all degree requirements have been met in the student system – department should verify all the above have been met before entering the department verification in the student system.
- GS enters approval for degree in the student system once all the above have been met and then the Registrar will post the degree to the transcript and prepare a diploma based on their own process.

## **KUMC Campus Codes, Policies, and Procedures**

Please refer to the following link to obtain complete KUMC & School of Health Professions Policies and Procedures by which all current students are bound by:

### **School of Health Professions Student Handbook**

<http://www.alliedhealth.kumc.edu/school/students/handbook.html>

### **Accommodations for Individuals with Disabilities**

- If upon entering the program the student is aware that he/she has a documented disability that will interfere with his/her performance in meeting one or more technical standards the student should notify his/her academic advisor and contact the Specialist in Disability Services . The Disability Specialist can be reached at 913.588.7813; TDD 913.588.7963.
- The Specialist and the student will work together to determine whether a reasonable accommodation is appropriate to facilitate successful completion of the OT curriculum.
- Students without diagnosed disabilities who are having difficulties meeting performance standards have the option of contacting the Disability Specialist to seek counsel regarding disability determination and possible need for accommodations.
- Faculty will honor the recommendation for accommodation once formal notification is provided by the Specialists from Disability Services.

- Results of student evaluation completed prior to determination of disability and notification of accommodation needs cannot be changed.

### **Grievance Procedure**

“A graduate student who believes himself or herself unfairly or unlawfully treated in an academic matter may present a grievance to the department or program chairperson. A student unwilling to accept the decision at the department or program level may appeal to the Graduate Division of the school or college for consideration. Similarly, a student unwilling to accept the decision at the Graduate Division level may appeal to Graduate Studies, where the grievance will be considered under guidelines established by the Standing Committee charged with student affairs and the Executive Committee of the Graduate Council. For information on these guidelines, contact the Graduate Studies office, 785 -864-4141.” (The University of Kansas Graduate Studies Catalog; <http://www.catalogs.ku.edu/graduate/>)

### **University Resources**

- Directory of courses <https://classes.ku.edu/Classes/ExternalDisplay.action>
- Dykes Library <http://library.kumc.edu/>
- KU Writing Center <http://www.writing.ku.edu/kumc/>
- Office of the Registrar <http://www.kumc.edu/studentcenter/registrar.html>
- Student Services <http://www.kumc.edu/studentcenter/index.html>
- Teaching & Learning Technologies <http://www2.kumc.edu/ir/tlt/index.html>

**Appendix A: OTD Curriculum**

MASTER	Odd Fall	Even Spring	Even Sum	Even Fall	Odd Spring	Odd Sum
OTD COURSES-Core						
OTD 865 Occupation (theory) based practice	X					
OTD 835 Quantitative evidence (research)		X				
OTD 880 Program evaluation			X			
OTD 875 Professional development				X		
OTD 860 Theory and practice					X	
PRACTICUMS						
OTD 850 TEACHING PRACTICUM 3 credits						
OTD 885 ADVANCED PRACTICUM 3 credits						
OTD 890 CAPSTONE 3 credits						
ELECTIVES (taken in other depts.)						
QUALITATIVE						
LEADERSHIP						
TEACHING						
GENERAL						

**Appendix B: Sample Course Selection for Completion in ~3 yrs**

MASTER	Odd Fall	Even Spring	Even Sum	Even Fall	Odd Spring	Odd Sum	Odd Fall	Even Spring	Even Sum
OTD COURSES--Core									
OTD 865 Occupation (Theory) based practice	X								
OTD 835 Quantitative evidence (research)		X							
OTD 880 Program evaluation			X						
OTD 875 Professional development				X					
OTD 860 Theory and practice					X				
PRACTICUMS									
OTD 850 TEACHING PRACTICUM					X				
OTD 885 ADVANCED PRACTICUM						X	X		
OTD 890 CAPSTONE								X	
ELECTIVES-(taken in other depts.)									
QUALITATIVE						X			
LEADERSHIP		X							
TEACHING				X					
GENERAL	X								

**Appendix C: Sample Course Selection when taking 3 credits max/semester**

MASTER	Odd FA	Even SP	Even SU	Even FA	Odd SP	Odd SU	Odd FA	Even SP	Even SU	Even FA	Odd SP	Odd SU	Odd FA
OTD COURSES Core													
OTD 865 Occupation (Theory) based practice	X												
OTD 835 Quantitative evidence (research)		X											
OTD 880 Program evaluation			X										
OTD 875 Professional development				X									
OTD 860 theory and practice					X								
PRACTICUMS													
OTD 850 TEACHING PRACTICUM										X			
OTD 885 ADVANCED PRACTICUM											X	X	
OTD 890 CAPSTONE													X
ELECTIVES- (taken in other depts.)													
QUALITATIVE							X						
LEADERSHIP								X					
TEACHING GENERAL						X			X				