



MISSOURI STATE UNIVERSITY

STUDENT HANDBOOK
Master of Occupational
Therapy Program

Springfield, Missouri

The entry-level occupational therapy master's degree program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE®) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Ave, Suite 510E, Bethesda, MD 20814. ACOTE®'s telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.ACOTE.org. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT®). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT® Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT® certification examination or attain state licensure.

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WELCOME TO THE MISSOURI STATE UNIVERSITY MASTER OF OCCUPATIONAL THERAPY PROGRAM!

This handbook was developed to assist occupational therapy students (OTS) officially admitted to the Master of Occupational Therapy (MOT) Program at Missouri State University (MSU) by centralizing information and resources. This handbook, along with the Fieldwork Manual, Graduate College policies, and Graduate Catalog, is readily available at the University's website, <http://www.missouristate.edu/>. Please reference these resources for answers prior to contacting your advisor.. Please reference these resources for answers prior to contacting your advisor.

Students are required to read and become familiar with this handbook. It contains program policies and key information, including the program's philosophy of occupational therapy education, curriculum design, and sequence. Please keep the handbook accessible and bookmark the websites as resources you will use throughout the program.

Original 08/2015
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MASTER OF OCCUPATIONAL THERAPY PROGRAM

Program Description

The MOT Program is a two-year (7 semesters), full-time program. Cohorts of students are admitted each fall semester.

Accreditation

Our entry-level occupational therapy master's degree program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE®) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD, 20814. ACOTE®'s telephone number c/o AOTA is 301-652-AOTA, and its Web address is www.ACOTEonline.org. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT®). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT® Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT® Certification Examination or attain state licensure. The students must complete all graduation and fieldwork requirements in a timely manner. All Level II fieldwork must be completed within 24 months following completion of the didactic portion of the program.

MISSOURI STATE UNIVERSITY MISSION, VISION AND VALUES

Mission

Missouri State University is a community of citizen scholars committed to [public affairs](#). Our innovative teaching, research, and service create transformative experiences that benefit individuals and society.

Vision

Missouri State will be the nation's leading public affairs university, delivering on our mission by cultivating civic responsibility and igniting social and economic opportunity.

Values

As a vital component of our public affairs mission, Missouri State University has long embraced ethical leadership, cultural competence and community engagement as the three foundational pillars of our institutional identity. We reaffirm and elevate these enduring commitments by formally adopting them as our core university values.

- **Ethical Leadership:** We value ethical leadership by making informed decisions and engaging with others through integrity and transparency to pursue our goals. As ethical leaders, we are citizen scholars who take action to contribute to the common good.
- **Cultural Competence:** We value cultural competence by respecting and appreciating individuals for who they are. Together, we foster civil discourse, awareness, and action to create a culture of connection and mutual understanding.
- **Community Engagement:** We value community engagement by embracing our responsibility to act with courage and creativity to foster civic growth. We recognize the needs in the communities to which we belong, then contribute knowledge and work alongside the community to meet those needs. We are committed to our public affairs mission, enacting these values by cultivating civic virtues and strengthening the bonds that unite people.

MCQUEARY COLLEGE OF HEALTH AND HUMAN SERVICES

MISSION, VISION AND VALUES

Mission

The McQueary College of Health and Human Services (MCHHS) focuses on improving the health and well-being of people in Missouri, the nation, and the global community through education, research, and service. MCHHS values multidisciplinary approaches, instills the public affairs mission, and encourages students and faculty to develop lifelong learning skills.

Vision

To promote and enhance lifelong learning, health, and well-being.

Values

Honesty, Integrity, Respect, Compassion, Excellence, Cultural Sensitivity, Responsibility

MO STATE OT PROGRAM

Mission

The mission of the Occupational Therapy Program at Missouri State University is to educate holistic, reflective occupational therapy practitioners who understand the complexity of occupation and value its role in the promotion of health and wellness. Didactic and experiential learning promotes occupation-based practice, community engagement, cultural humility, scientific inquiry, ethical leadership, and life-long learning to develop generalist practitioners who are prepared to meet the needs of persons, groups, and populations across a variety of settings, including those in rural and underserved communities.

Vision

The Occupational Therapy Program at Missouri State University will be nationally recognized as dynamic programs grounded in the core values of occupational therapy. Graduates will function as change agents and partner with a diverse society to facilitate quality care through evidence-based practice, interprofessional collaboration, scholarship, and a commitment to lifelong learning.

Statement of Philosophy

The Occupational Therapy (OT) Program at Missouri State University embraces the Philosophical Base of Occupational Therapy (American Occupational Therapy Association [AOTA], 2025) and the Philosophy of Occupational Therapy Education (AOTA, 2018). In concordance with this philosophy, we assert that:

- Humans are complex beings with an innate need and inalienable right to engage in purposeful activity, who learn through participation in meaningful occupation and are intrinsically and extrinsically motivated, creative, and inquisitive. The OT Program integrates these concepts to foster academic achievement and self-reflection in students as they prepare to serve individuals, groups, communities, and populations (AOTA, 2018).
- In alignment with Adult Learning and Engagement Theories, knowledge and skill acquisition are accomplished through an on-going process of self-determination, direct participation, intrinsic motivation, authentic focus, and collaborative problem solving (Kearsley & Schneiderman, 1998; Knowles, 2012). Individuals bring with them life experience and prior knowledge that will shape the learning of both teacher and student.
- In-person and virtual classrooms, labs, community experiences, and clinical seminars are structured to facilitate

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learner reflection and enhance human problem-solving skills (AOTA, 2018; Schön, 1983). These attributes are considered central to lifelong learning, cultural humility, and ethical, evidence-based practice. Small group work encourages collaboration and consensus among members of the learning community and facilitates dynamic understanding, diversity exploration, and enhancement of leadership, advocacy, and communication skills.

- Authentic focus emphasizes real-world learning to promote transfer of didactic knowledge to current and emerging practice settings. In concordance with the American Occupational Therapy Association (AOTA, 2007), we believe that best practice in occupational therapy education “emphasizes continuing critical inquiry in order that occupational therapists (are) prepared to function and thrive in the dynamic environments of a diverse and multicultural society, using the power of occupation as the primary method of evaluation, intervention, and health promotion” (p. 678).

Curricular Threads

The curriculum is organized around six major curricular threads. The curricular threads are woven through the fabric of each OT Program and represent the key integrated learning elements emphasized throughout the courses. Curricular threads influence course content, preparing students for self-directed occupational therapy practice. They include:

- **Occupation-Based Practice:** Using meaningful occupation as both a therapeutic means and an end; maximizing health status and well-being through provision of opportunities for occupational engagement; embracing a strengths-based perspective to facilitate occupational performance.
- **Ethical Leadership:** Understanding the ethical dimensions of leadership and transferring didactic and experiential learning to individual practice areas and communities in order to create positive change.
- **Community Engagement:** Developing collaborative relationships with persons, groups, and populations in the local, national, and global community to promote cultural sensitivity and reflective occupational therapy practice that addresses the diverse needs and interests.
- **Cultural humility:** Developing self-awareness of personal and cultural biases as well as awareness and sensitivity to significant cultural issues of others through reflection, lifelong inquiry, and recognition of power differentials. Core to the process of cultural humility is the practitioner’s deliberate reflection of their values and biases (Yeager & Bauer-Wu, 2013).
- **Scientific Inquiry:** Building on foundational sciences and theory to foster holism and create curiosity, scholarly investigation, and rigorous examination of evidence used to guide professional practice.
- **Lifelong Learning:** Undertaking learning activity throughout life, with the aim of improving knowledge, skills, and competence to remain current in occupation-based and client-centered practice; intentionally bettering oneself for the betterment of others.

Curricular Goals

In support of the OT Program and University mission, graduates will:

- Demonstrate **competence** as generalists in current and emerging practice areas.
- Provide **occupation-based practice** interventions that promote independence, participation, health, and wellness among diverse persons, groups, and populations within rural and underserved communities.
- Demonstrate **leadership** behaviors consistent with the legal and ethical standards, values, and attitudes of the occupational therapy profession.
- Utilize interprofessional knowledge and skills embodying the University’s Public Affairs Mission
- in **community engagement**.

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- Demonstrate **cultural humility** to social, geographic, economic, gender, racial and ethnic diversity during personal interactions and in professional practice.
- Implement the holistic occupational therapy process demonstrating use of theory, **scientific- inquiry**, evidence, clinical reasoning, client-centered and individualized intervention, and effective oral and written communication skills.
- Engage in **lifelong learning** through ongoing self-assessment and mindful reflection, continuing education, and scholarship.

References

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- Isaacson, M. (2014). Clarifying concepts: Cultural humility or competency. *Journal of Professional Nursing*, 30(3), 251-258.
- Kearsley, G., & Shneiderman, B. (1998). Engagement theory: A framework for technology-based teaching and learning. *Educational Technology*, 38(5), 20-23.
- Knowles, M., Holton, E., & Swanson, R. (2012). *The adult learner: The definitive classic in adult education and human resource development*. Elsevier.
- Schön, D. (1983). *The reflective practitioner: How professionals think in action*. Basic Books, Inc.

MOT CURRICULUM

[Access Full Course Descriptions](#)

Fall I - Semester 1 (15 credits)

OTE 610 Foundations and Theory in Occupational Therapy (4)
OTE 612 Occupational Development through the Lifespan (3)
OTE 645 Clinical Gross Anatomy (5)
OTE 731 Essentials of Research Methods (2)
OTE 732 Applied Research Methods in Healthcare (1)

Spring I - Semester 2 (14 credits)

OTE 620 Enablers and Barriers: Psychosocial Health Perspectives
OTE 640 Evidence Based Practice (2)
OTE 646 Neuroscience (4)
OTE 650 Clinical Biomechanics in Human Performance (3)
OTE 761 Level I Fieldwork Seminar (2)

Summer I - Semester 3 (8 credits)

OTE 615 Professional Communication and Documentation (2)
OTE 720 Cognition and Psychosocial Health (3)
OTE 765 Community and Health Practice in Occupational Therapy (3)

Fall II - Semester 4 (14 credits)

OTE 725 Environmental Adaptations and Assistive Technology (2)
OTE 730 Enablers and Barriers: Adult Occupations (4)
OTE 745 Therapeutic Skills: Adult Practice (4)
OTE 760 Specialty Topics (Orthotics and Physical Agent Modalities) (2)
OTE 761 Level I Fieldwork Seminar (2)

Spring II - Semester 5 (15 credits)

OTE 746 Management and Policy in Occupational Therapy Practice (3)
OTE 749 Enablers and Barriers: Pediatric Occupations (4)
OTE 750 Therapeutic Skills: Pediatric Practice (4)
OTE 760 Specialty Topics (Wheelchair Seating and Mobility) (1)
OTE 760 Specialty Topics (Transition to Professional Practice) (1)
OTE 761 Level I Fieldwork Seminar (2)

Summer II - Semester 6 (6 credits)

OTE 780 Fieldwork Level II, part 1 (6)

Fall III - Semester 7 (6 credits)

OTE 790 Fieldwork Level II, part 2 (6)

Total Program Credits: 78

OT PROGRAM POLICIES

Academic Integrity

The University community is committed to maintaining an environment that develops educated persons. Honesty, Trust, Fairness, Respect, Responsibility, and Courage are the six pillars of academic integrity as defined by the International Center for Academic Integrity's (2013). Choosing to support these pillars suggests each person of the community promises to help remove barriers that may impact students from accomplishing their education goals.

You are responsible for knowing and following [the university's academic integrity guidelines](#). Any student violating academic integrity standards will be subject to sanctions as described in this policy. For clarification on academic integrity and to avoid unintentionally violating academic integrity, read the Academic Integrity policy listed on the [University Policy website](#), in your student handbook, and on [the university's Academic Integrity webpage](#).

Missouri State University, the Occupational Therapy (OT) Program, the National Board for Certification in Occupational Therapy (NBCOT®), and the American Occupational Therapy Association (AOTA) place a strong value on personal, academic, and professional integrity. The Cambridge Dictionary defines integrity as "the quality of being honest and having strong moral principles." Students are responsible for knowing and adhering to the academic integrity policies of Missouri State University as well as those of relevant professional organizations. These policies can be found in course syllabi, the Professional Identity Evaluation (PIE) Tool, the [MSU Academic Integrity Policy and Procedures](#), [MSU OT Program Handbook](#), [NBCOT® Code of Conduct](#), and [AOTA Code of Ethics](#). Academic dishonesty is taken very seriously. Examples of academic dishonesty include, but are not limited to, the following:

Cheating

- Unauthorized collaboration with another student to share information in an exam or testing setting or during completion of a take-home assignment
- Glancing at another student's paper during an exam, test, or quiz
- Soliciting information regarding an exam or test from another student
- Obtaining an examination prior to its administration
- Not completing a proper environmental scan on Respondus.
- Publicly posting course materials without the permission of the instructor on public internet sites or social media

Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

- Submitting all or portions of a piece of written work using someone else's words or ideas from an Internet site, material printed in a book or periodical, another student's work, or [recycling](#) your past work without appropriate or adequate use or quotation marks or citation or adequate use or quotation marks or citation or adequate use or quotation marks or citation
- Use of an uncited source in a paper or presentation (e.g., using exact words or [patchwriting](#))
- Citations incorrect or incomplete despite acknowledged use of a source
- Paraphrase that is too close to the wording in the original source

Information falsification or fabrication

- Fabrication is making up data or results and recording or reporting them.
- Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

Theft of intellectual property

- Taking the work of another student without permission
- Taking the course materials from an instructor without permission

Facilitation of academic dishonesty

- Giving materials such as tests or papers to another student without the professor's permission
- Helping another student obtain materials for cheating or plagiarism
- Discussing an exam or test with a student who has yet to take it without the professor's permission

Use of Quizlet and Other Study Platforms (e.g., Chegg, Anki, etc.)

Quizlet and similar platforms can be effective study tools when used appropriately. You are expected to use these tools in accordance with course academic integrity policies and the study platform's Honor Code.

- The use of Quizlet or other platforms to share or access test questions, answers, or other restricted assessment materials is strictly prohibited.
- You may not use Quizlet during closed-book quizzes, exams, or assessments, nor may you post or share any content that an instructor has identified as confidential or not approved for public use.
- If you are unsure whether a particular use of Quizlet or another study platform is permitted, it is your responsibility to ask the instructor in advance.
- Misuse of online study tools that violates [academic integrity expectations](#) may be considered cheating, theft of intellectual property, and/or facilitation of academic dishonesty and will be handled according to university and program policies.
- You are expected to review and comply with the Quizlet Honor Code. Changing a flashcard set's visibility (e.g., making it password-protected) does not absolve you of the responsibility to refrain from copying or plagiarizing course materials.

Allegations of academic integrity violation may result in [university sanctions](#). [Students have the right to appeal the assigned sanction](#). Additionally, students have a professional responsibility to report suspected academic dishonesty to the instructor and/or the University.

Faculty members who discover an academic integrity violation after final grades are assigned have 5 calendar years to retroactively request an "F" or "XF" grade be imposed by the Academic Integrity Council. If a retroactive failure results in a graduated student no longer meeting degree requirements, the university may revoke the degree in accordance with policy.

Admissions/Annual Enrollment

Once accepted into the OT Program, ALL students must provide the following to the OT Program via the eValue Document Management System (Appendix IV) before classes begin.

Annually	Initial Upon Completion	Requirement
		Submit proof of current CPR and AED certification
		TB skin test or chest X ray
		Submit proof of health insurance
		Submit health form with physician signature of evidence of good physical health and the capacity for performance of the technical functions and tasks required of an occupational therapist
		Submit a signed copy of the OT Program Technical Standards Agreement (Appendix II)
		Submit documentation of up-to-date immunizations as outlined in eValue (Appendix IV)
		Complete drug testing and ensure program was notified of results*
		Complete background checks noted below and ensure program was notified of results*
		Submit documentation of completed on-line series of HIPAA, FERPA, Mandated reporter & OSHA training modules – all tests must be completed
		Submit documentation of purchase of professional liability insurance
		Submit signed confidentiality and code of ethics agreement (Appendix I)
		Submit signature page indicating you have read the entirety of the OT student handbook and fieldwork manual (Appendix V)
		Submit signed NBCOT® Character Review Questionnaire (Appendix III)
		Submit proof of MOTA membership (screenshot)
		Submit proof of AOTA membership (screenshot)
		Enroll in all designated coursework
		Submit all the documents listed in the eValue (Appendix IV)

* You must complete a drug screening test and background check as instructed by the OT Program and the program must receive response that the student has not been convicted of any crime pursuant to Section 660.317 RSMO or other disqualifications that would prohibit licensure as an occupational therapist. Students who fail these checks or procedures will be subject to further review by the Program Director, School Director, and/or Dean. This may result in dismissal from the OT Program.

** All OT students are required to provide proof of health insurance coverage for the duration of the program. [View information regarding health insurance offered to students through MSU.](#)

Advisors

You will be assigned an academic advisor, who is a member of the occupational therapy faculty. You will meet with your advisor no later than the first full month of semesters 1-5 and at the conclusion of semester 5 before leaving for level II fieldwork experiences. Your advisor will also check in with you at midterm as needed, as well as during fieldwork Level II (semesters 6 and 7).

Contact your advisor at the first sign of difficulty; addressing problem areas early gives you time to review progress, perceptions, and performance. Each faculty member has office hours for course consultation or advisement. It's best to make an appointment by e-mail, booking link, telephone, or immediately following class. You may request a new advisor at any time by submitting a written request to the Program Director.

Attendance and Timeliness

On-time class attendance and course grades are demonstrably and positively related. The University expects you to attend all class sessions of courses in which you're enrolled. Each instructor determines the specific attendance policy for their course, including how on-time attendance factors into final grades and whether work missed due to non-attendance can be made up.

- On the first day of class, each instructor will give you a written statement of the specific on-time attendance policy for that class. The University encourages instructors not to make attendance a disproportionately weighted component of the final grade.
- The University expects instructors to be reasonable in accommodating students whose absence from class resulted from: (1) participation in university- sanctioned activities and programs; (2) personal illness; (3) temporary military orders or Veterans Administration medical appointments; or (4) family and/or other compelling circumstances (Op3.04-7).
- Instructors have the right to request documentation verifying the basis of any absences resulting from the above factors. If you believe your final grade for a course has been reduced unfairly because of attendance factors, you have the right to appeal that grade under the approved process. [View the full attendance policy.](#)
- The OT Program follows the [University Academic Calendar](#) for vacations and holidays. Fieldwork experiences in the OT Program are a required component. You're expected to attend all class, lab, and fieldwork sessions on time. Missed fieldwork hours cannot be made up during scheduled class or lab periods, and it's your responsibility to obtain and review any information you miss in lecture or in lab.

Background Checks

A felony conviction may affect your ability to participate in required fieldwork experiences, sit for the NBCOT® certification, or attain state licensure. You must complete the following prior to formal admission into the OT Program and annually thereafter. The program also retains the right to request a background check at any time.

- Registration with the Family Care Safety Registry (FCSR): FCSR includes a record check of the Missouri State Highway Patrol criminal background, Sex Offender Registry, child abuse/neglect, and the Employment Disqualification List/Registry for Senior Services and Mental Health. Also included are childcare, residential living, and nursing home facility licensing records and foster parent licensing records <http://www.dhss.mo.gov/FCSR/>
- A nationwide criminal background check is required and completed through Validity Screening Solutions. The program will send you instructions upon admission. *If your background status changes, or you're in progress for a criminal charge after your initial background check, you must inform the Program Director immediately. If you're found to have committed a felony during the OT Program, you will be required to complete the NBCOT® Character Review and Early Determination Review at your own expense and submit the results to the Program Director. Your ability to continue in the program is determined by the judgment of the Program Director and the majority of the OT faculty.*

Code of Ethics

The *2025 Occupational Therapy Code of Ethics* (the Code) of the American Occupational Therapy Association (AOTA) reflects the dynamic and inclusive nature of the occupational therapy profession, the evolving health care landscape, and the impact of emerging technologies that may present ethical considerations in practice, research, education, and policy. AOTA members are dedicated to fostering inclusion, equity, participation, safety, and well-being for all individuals, across diverse identities, abilities, and life circumstances. AOTA members are committed to empowering every person, group, family, organization, community, or population they serve to help them achieve their occupational goals and meet their unique needs. [View the current version of the AOTA Code of Ethics \(2025\)](#). You must sign the confidentiality and code of ethics agreement found in Appendix I of this handbook prior to the first day of coursework, and you're expected to follow these standards during all didactic and fieldwork experiences.

Comprehensive Exam

All graduate degree programs are required to conduct a culminating assessment of student learning. Some graduate programs do this in the context of a capstone course, and others require that students pass a comprehensive examination to be awarded a degree. Comprehensive examinations vary in format and structure, as well as the times they are administered. To facilitate successful performance on their comprehensive examination, graduate programs must:

- provide adequate information regarding format and content of the examination and the time(s) it will be offered to promote optimal preparation;
- validate evaluation or scoring procedures;
- provide detailed feedback if the examination is not initially passed, including specific examples of unacceptable performance and offer additional support to assist the student in meeting expected levels of performance;
- give at least one opportunity to re-attempt the examination if not initially passed within a reasonable timeline and specify the maximum number of repeat attempts allowed before recommending dismissal.

The Occupational Therapy Comprehensive Exam is administered as part of OTE 760 Transition to Professional Practice and follows guidelines outlined by the Graduate College: [Op3.19-6 Comprehensive Examination](#). The Program will forward the results of the comprehensive examination to the Graduate College.

- The comprehensive exam will be administered annually in the spring of semester 5 of the curriculum. The computer-based examination will consist of 100 to 125 questions.
- A score at or above the corresponding national average on the Occupational Therapy Knowledge Exam (OTKE) is necessary to meet the class requirements for successful completion of the comprehensive exam.
- These results are entered into the University system (Banner) and are reflected in the student's degree audit.
- If a student fails to meet these requirements, they will be required to (1) complete remedial instruction with one or more faculty member(s), and (2) retest using a simulation-based clinical examination.

If a student does not pass the program's comprehensive examination after all re-attempts have been exhausted:

- The student will be notified in writing if being dismissed from the program at the end of the current semester due to a failure to pass the comprehensive examination. Notification of dismissal should occur as soon as possible. Either the faculty or the student may request a meeting to discuss the dismissal decision and notification.
- The student may appeal dismissal to the School Director within five (5) business days of receiving notification of such dismissal.
- The student may appeal a decision to uphold the dismissal by the School Director to the Dean of the College, Dean of the Graduate College and the Office of the Provost within five (5) business days of receiving notification of the School Director's decision.
- A decision to uphold the dismissal by the Dean of the College, Dean of the Graduate College and the Office of the Provost may be appealed to the President of the University within five (5) business days of receiving notification of the Dean of the College, Dean of the Graduate College/Office of the Provost's decision. The decision of the President is final.

Computer Requirements

Technology is part of everyday life at the university, so there's important information you should know about your own computer's capabilities, internet access, Brightspace compatibility, and other technological tools you'll use when participating in class. For information on the basic computer requirements, visit the [Computer Requirements for Students](#) page.

Copyright

Missouri State University prohibits the unauthorized distribution of copyrighted materials, including the use of peer-to-peer (P2P) networks. [View the University copyright policy](#). Members of the University community who use these networks to share copyrighted media files are subject to appropriate disciplinary action or sanction ranging from loss of access to the relevant University services or property (including computing privileges) to dismissal or removal from the University as determined by applicable employment or student disciplinary policies. In addition, unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject a student or employee to serious civil and criminal liabilities (e.g., 17 U.S.C. 504, et seq.). Applicable policies and more information may be obtained from the University's Information Security Officer, 163 Cheek Hall, Missouri State University, (417) 836-5226.

- Copyright & Fair Use Statement: Your occupational therapy courses may contain copyrighted material, the use of which may not have been specifically authorized by the copyright owner. This material is available to explain issues relevant to the course or to illustrate the use and benefits of an educational tool. The material contained within courses is distributed without profit for research and educational purposes.
- Only small portions of the original work are being used, and those could not be used easily to duplicate the original work. This should constitute a 'fair use' of any such copyrighted material (referenced and provided for in section 107 of the US Copyright Law).
- If you wish to use any copyrighted material from OT courses for purposes of your own that go beyond 'fair use', you must obtain expressed permission from the copyright owner. See also: "Theft of Intellectual Property" in the Academic Integrity section, regarding faculty copyright of course materials.
- [View the University Information Security Policies](#)
- [View the University Intellectual Property Policies](#)

Discrimination, Harassment and Retaliation

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the University. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is strictly prohibited by Title IX of the Education Amendments of 1972. This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or of military organizations associated with the Armed Forces of the United States of America.

- Missouri State University is an Equal Opportunity/Affirmative Action/ Minority/ Female/ Veterans/Disability/Sexual Orientation/Gender Identity employer. Inquiries concerning the complaint/grievance procedure related to sex discrimination, including sexual harassment and sexual assault, should be addressed to the Title IX Coordinator, Carrington Hall 205, 901 S. National Ave., Springfield, Missouri 65897, TitleIX@MissouriState.edu, 417-836-8506, or to the Office for Civil Rights. All other inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to the Equal Opportunity Officer, Office for Institutional Equity and Compliance, Carrington Hall 205, 901 S. National Ave., Springfield, Missouri 65897, Equity@MissouriState.edu, 417-836-4252, or to the Office for Civil Rights. (Res. Board Policies No. 70- 11; Bd. Min. 10-28-11.)
- The University maintains a grievance procedure incorporating due process available to any person who believes he

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or she has been discriminated against. [The Office for Institutional Compliance \(OIC\)](#) is a system-wide department charged with ensuring the University's compliance with applicable federal and state laws and regulations that prohibit discrimination and harassment in education and employment. Accordingly, the OIC is responsible for investigating complaints of discrimination or harassment, advising units about hiring policies and processes consistent with applicable laws, and providing compliance training to the University community.

- It is the role of the entire Missouri State University community to create and maintain an environment that is free of harassment and discrimination. Together we will develop a supportive learning environment inclusive to all its members and the community. [Harassment and Discrimination Prevention Resource](#).

Dress Code

Attire and hygiene should reflect your intent to be perceived as a professional and in accordance with the setting and activity in which the student is involved. Students are required to purchase and wear the designated OT Program polo and business-casual black pants during fieldwork and community experiences unless otherwise instructed. Consistent with expectations in healthcare practice and employment settings, students who do not meet dress code requirements may be asked to leave and return in appropriate attire or may be provided with alternative clothing, when available, to meet participation requirements. The following provides general guidelines for meeting professional dress and appearance standards.

In the classroom, you may not wear/display.

- Clothing that reveals undergarments, cleavage, or midriff and gluteal areas, including when you are reaching above the head or bending over. Thin straps such as 'spaghetti- straps' or tank tops must be covered with a sweater or jacket. A t-shirt/tank top and shorts/exercise attire may be appropriate for specific lab activities. Your choice of clothing should NOT restrict your movement, ability to participate (lay on the floor, etc.) or be revealing.
- Pajama style or sweatpants
- Slippers/house shoes
- Jewelry that can injure a client/yourself or that interferes with activity demands, i.e., jewelry should not limit participation in lab activities, be difficult to clean, or have any sharp edges that could injure another during transfers or other activities. Many clinical sites may have further rules about limiting jewelry.
- Tattoos and/or piercings may be requested to be covered during OT Program associated activities just as they are at many clinical sites.

At program-sanctioned events:

- Certain scheduled guest lectures, assignments, client observations, or class outings may require a more specific dress code and/or professional attire. You'll be notified in advance of these events.
- Your nametag should be worn when dressed in the program's uniform or professional attire.
- Hats should not be worn with professional attire or the program uniform.
- Please see the Fieldwork Manual, Section C, regarding fieldwork dress codes.

Drug and Alcohol

Missouri State University's Alcohol and Drug policy is annually distributed to every employee and student at Missouri State University out of concern for their welfare and in compliance with the Drug Free Schools and Communities Act. Missouri State University is committed to providing a healthy, safe, and learning environment for its students, faculty, staff, and guests.

- Abuse of alcohol and other drugs disrupts this environment and interferes with the academic and personal development of the student, and personal and professional development of university [View the alcohol policy](#). A printed copy can be obtained at the Office of the Dean of Students, 405 Plaster Student Union, Missouri State University, (417) 836-5527.
- Use, possession, or distribution of narcotic, alcohol, other controlled substances, or drug paraphernalia except as expressly permitted by law will result in disciplinary action as outlined by the MSU drug and alcohol policy for the first violation. Students will be dismissed from the OT Program for a second violation. [View the full policy](#).

Drug Testing

You'll be required to have a drug test completed prior to formal admission into the OT Program and annually thereafter. You'll receive instructions, including timelines for completion, via email. While this is an annual requirement, some fieldwork sites might require a more current drug test before you can start a fieldwork experience. The program retains the right to request a current drug test at any point during your progression through the program.

E-mail Accounts

The University provides e-mail access and computer availability for all students. You'll receive announcements and general communication through your MSU e-mail account across all courses. **You're expected to check your MSU e-mail account at least daily Monday – Friday, and encouraged to do so over the weekend, so you can respond promptly and stay current on program and course activities.**

Emergency and Safety Information

The University Safety Department works to keep you safe, prepared, and informed during an emergency. Campus services include the Missouri State Alert System (the Bear Shield app), safe walks, safe exchange zones, blue light telephones, building unlock procedures, and rules on possession of firearms on campus. The Springfield Police Department also has a substation located on campus to provide law enforcement services. [MSU's Safety and Transportation website](#)
[Springfield Police Department Campus Substation](#)

- Clery Act
 - Missouri State University's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by the University; and on public property that is within the campus, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as those concerning alcohol and other drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Office of the Dean of Students, Plaster Student Union 405, 417-836- 5527; Human Resources, Carrington Hall 118, 417-836-6616; or Safety and Transportation, 636 E. Elm, 417-836-8870. [View the report online.](#)
- Violence Against Women Act - Frequently Asked Questions.
 - [Click here](#) for a handout regarding questions about domestic violence, dating violence, sexual assault, and stalking. This document also provides contact information for university offices, resources, and agencies available to employees for assistance regarding these topics.
- Missouri State Alert
 - Missouri State Alert is the University's mass notification system, which uses a variety of methods to contact students, faculty and staff in the event of an emergency or school closing. [Click here to subscribe.](#)

Equal Opportunity and Compliance

Missouri State University has policies designed to ensure fair treatment, prevent discrimination, and guarantee equal access to education and employment regardless of background: [EOC Policy Webpage](#). Missouri State University is an equal opportunity/affirmative action institution and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, PCOB Suite 111, (417) 836-4252. [View the office website](#). Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your Program Director.

Equipment

All OT Program equipment and supplies must be used only for their intended purpose. Contact the faculty before using any equipment or supplies if you're unsure of proper use. You may check out designated OT Program equipment with OT faculty or staff approval via a logbook kept in the OT office suite. You're expected to return equipment in the same condition in which you checked it out and within the time designated by your instructor, and to promptly report any accidental or

intentional damage, malfunction, loss, or facility-related concerns (e.g., damage to doors, furniture, or other program spaces) to OT faculty or staff as soon as possible. Any intentional misuse, destruction, or loss of equipment or supplies may result in disciplinary action by the instructor or program director.

Field of Study

You're admitted with the expectation of completing the degree of matriculation (either MOT or OTD fields of study); requests to change your OT field of study (FOS) will be considered only under exceptional circumstances and are not guaranteed. The MOT and OTD programs are under no obligation to approve such requests and may deny them for reasons including, but not limited to, ACOTE® regulations, University policies, academic performance, or professionalism concerns. Changes from MOT to OTD will not be granted after your first admitted semester; changes from OTD to MOT *may* be granted after your first admitted semester. To be eligible, you must have no final grades of C or lower, a cumulative GPA of at least 3.25, no history of academic or professional probation or remediation, and be in good disciplinary standing with the Office of Student Conduct. If you're interested in requesting a change in field of study, meet with your Academic Advisor first to discuss the request and review the OT Program's Field of Study Change Policy.

Fieldwork Education

You're responsible for the policies and procedures described in the Occupational Therapy Student Fieldwork Manual. Some facilities may have additional requirements for students affiliating with them. Fieldwork sites will inform you of their specific policies, procedures, and responsibilities at the beginning of the fieldwork experience, and this information will also be kept on file by the Academic Fieldwork Coordinator (AFWC). You'll complete assignments given to you by your fieldwork educator as well as by OT faculty. The student fieldwork manual contains the essential information you need to know about fieldwork and your responsibilities during fieldwork experiences.

Grading Scale

The OT Program uses the following grading scale in all courses with an OT faculty as the lead instructor: A=93-100%; B = 83-92%; C = 73-82%; D=63-72%; F = 0-62%. One exception to this policy is OTE 645 (Clinical Anatomy), which uses a 90-80-70-60-50 scale. Plus/minus scales are not used in the OT Program. Refer to the specific course syllabus for grading scales of instructors who are not OT faculty. Additional grading systems may be used in the OT Program, such as I-grades, Z-grades, or P/NP: [University Grading System Policy](#).

Graduation Requirements

The deadline for the Application for Graduation is October 31st for Fall Commencement. To graduate from the MOT Program, you must:

- Complete all program-specific coursework with a minimum GPA of 3.00, with no more than 9 semester hours of graduate work below a grade of "B", and no hours of graduate work below a "C".
- Pass the program's comprehensive examination.
- Provide evidence of current liability insurance.
- Provide evidence of current CPR and AED certification.
- Pass all Level II fieldwork and experiential requirements within 24 months following completion of the didactic portion of the program.
- Complete all requirements within an 8-year period (exclusive of time spent in the U.S. Armed Forces).

Students should work closely with their advisor to ensure that all degree requirements are met. Should the rare situation occur in which a student is not enrolled in classes during the semester they plan to graduate, per MSU policy the student will be automatically enrolled in GEN 600. Students do not receive any course credit for GEN 600 and no enrollment fee is charged. [Apply for graduation here](#) or in the Graduate College office.

Grievances/Complaints and Grade Appeals

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Missouri State University (MSU) seeks to provide quality programs and services for the benefit of the public while ensuring compliance with all applicable laws and consistent application of institutional policies as found in the Policy Library. Consistent with these objectives, the University provides avenues for individuals who wish to file an appeal or complaint. The Occupational Therapy (OT) Program follows the procedures for student complaints outlined by both MSU and ACOTE®.

[MSU Grievance Procedures](#)

[MSU Complaint Procedures](#)

- Complaints against the Master of Occupational Therapy Program at Missouri State University may be submitted directly to the Accreditation Council for Occupational Therapy Education (ACOTE®). To receive formal consideration, all complaints must be submitted in writing to the ACOTE® Chairperson: American Occupational Therapy Association, Inc. (AOTA) 7501 Wisconsin Ave, Suite 510E, Bethesda, MD 20814; Phone: 301-652-6611 x2914; TDD: 1-800-377-8555; Fax: 301-652-7711 <https://ACOTE®.online.org/accreditation-explained/policies/>.
- Letters of complaint against educational programs to ACOTE® must: a.) describe the nature of the complaint and the related accreditation Standards or accreditation policies or procedures that the complainant believes are not being met by the program; b.) document that the complainant has made reasonable efforts to resolve the complaint, or alternatively that such efforts would be unavailing; and c.) be signed by the complainant. NOTE: The confidentiality of the complaining party is protected by AOTA Accreditation staff, unless release of identity has been authorized, or disclosure is required by legal action.
- Graduate student appeal policies are [available here](#) or through [the Policy Library](#), which provides procedures for appeals and institutional complaints. Academic grievances must follow the published Academic Appeals Policy and be submitted prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned. This process does not apply to appeals of grades of F or XF assigned due to academic dishonesty.
- Academic integrity concerns and grievances not addressed through the above procedures or [The Code of Student Rights and Responsibilities](#) should first be discussed with the instructor, with every effort made to resolve the issue at that level.

Hazardous Materials

Any chemical that could be a physical, health, or environmental hazard is considered a hazardous chemical. It is the policy of MSU to operate in full compliance with all federal and state statutes and ensure the health and safety of its students, employees, and the environment. [Material Safety Data Sheets](#) for any hazardous chemical are available within the department. The [Environmental Health and Safety Office](#) also maintains a copy of each MSDS on campus and manages proper disposal.

Hazardous Waste and Materials and Infection Control Policy

All students will receive bloodborne pathogen and infection control training prior to the first fieldwork assignment. Training is completed via an online learning module and quiz provided via the Program Requirements document. Students complete these modules and quizzes on an annual basis and submit their results to the Program via eValue. This content is also reviewed by OT faculty during the Program's annual student orientation and re-orientation.

- **Reporting an incident:** If you're exposed to blood or other potentially infectious materials, you're required to report the incident to your fieldwork educator and the OT Program Director. Necessary actions will be taken to ensure your safety and well-being.
- **Universal Body Substance Isolation Policy and Procedure:** Students, staff, and faculty deserve to be protected from all foreseeable hazards in the clinical setting. To decrease the likelihood of transmission of those infections and to minimize student and faculty contact with blood and bodily fluids, the following policy is in effect.

Since medical history and examination cannot reliably identify all patients/clients infected with HIV, Hepatitis B, or other blood borne pathogens, blood and bodily fluid, precautions will be consistently used for all patients/clients. This approach recommended by Center for Disease Control (CDC) and referred to as "universal blood and body fluid precautions" will be used in the care of all patients/clients, especially those in emergency care settings in which the risk of blood exposure is increased and the infection of the patient is usually unknown. All patients/clients' blood, body fluids, tissues or infected materials will be considered potentially infectious, and universal precautions will be used on all

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patients/clients. Students may access the [CDC website](#) for further information. Therefore:

- Medical gloves must be worn for touching blood and body fluids, mucus membranes, or non-intact skin of all patients/clients, for handling items or surfaces soiled with blood or body fluids.
- Gloves will be changed after contact with each patient.
- Masks and goggles or face shields should be worn during procedures that are likely to generate droplets of blood/body fluids to prevent exposure of mucus membranes to the mouth, nose, and eyes.
- Gowns or protective aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
- Hands and other skin surfaces will be washed immediately and thoroughly with an anti- microbial soap if contaminated with blood or other body fluids.
- Hands will be washed immediately after gloves are removed.
- All OT students will take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures.
- To prevent needle-stick injuries, needles will not be recapped, purposely bent, or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
- Used disposable syringes and needles, scalpel blades and sharp items will be placed in puncture resistant containers which should be located as close to the patient care area as possible.
- Although saliva has not been implicated in HIV transmission, disposable mouthpieces, resuscitation bags and other ventilation devices will be used if the need for resuscitation arises.
- Students who have lesions and/or weeping dermatitis will report this to appropriate faculty/staff and/or fieldwork educator and may be required to refrain from all direct patient care until the condition resolves.
- All patients/clients' blood or bodily fluids, or tissue specimen spills will be cleaned up promptly with a bleach solution diluted using a 1:10 ratio.
- Any needle stick, blood/body fluid exposure to a student will be reported promptly to the supervisor. In the event an investigation is required, follow-up care may be instituted.

HIPAA

The OT Program adheres to all Health Insurance Portability and Accountability Act (HIPAA) regulations. You're required to complete an annual [HIPAA education module](#) prior to beginning your fieldwork experiences. You're required to follow relevant state and federal laws and policies related to privileged and protected health information, including HIPAA, and to sign a confidentiality statement (Appendix I) agreeing to safeguard information you learn about clients, other students, and staff, including your fieldwork site educator.

Check with your fieldwork site educator regarding the site's policies on confidentiality. Any attempt or request to remove confidential client information from the OT Program Clinic or fieldwork site - or posting client/site information on a social networking site - will result in disciplinary action up to and including program dismissal. You must sign the confidentiality agreement and submit it to the OT Program prior to any fieldwork placement.

Immunizations

Prior to admission to the OT Program and annually thereafter, you must provide documentation verifying that all required immunizations and health requirements are current.

- Required documentation, as outlined in the Validity Document Management System, includes Tuberculosis (TB), Measles, Mumps, Rubella (MMR), Varicella, Hepatitis B, Tdap (Tetanus, Diphtheria, and Pertussis), Polio series, and current Influenza immunization.
- Students should also refer to the Fieldwork Manual for any additional immunization or health requirements associated with fieldwork placement.
- Documentation of current tuberculosis screening is required upon admission. Students with a positive TB skin test must provide a physician's statement confirming the absence of active or infectious tuberculosis.

Leave of Absence and Readmission

You may be granted a leave of absence in cases of illness or other extenuating circumstances, but only after you've been successfully engaged in coursework in the OT Program. You're required to submit to the Program Director a letter detailing the length of leave requested, the reason for the request, and documentation from your supervising physician as indicated by the situation. The Program Director and faculty will review your letter, and you'll be informed of the status of your request within 15 business days. If your leave of absence is granted, faculty will work with you to determine any remedial work and/or adjustment to your progression through the program that must be completed before you're allowed to re-start in the OT Program.

Liability Insurance

All students formally admitted into the OT Program are required to hold current liability insurance. This is an annual requirement, accomplished through a group policy that covers all students and is less expensive than individual policies. You'll pay a small fee to help cover the cost of this insurance policy.

Pet Policy

While the program fully supports and recognizes the benefits of personal pets, you must abide by the MSU Pet Policy, which permits pets on MSU property but restricts pets from entering MSU buildings unless the animal meets the exception policy as defined within the MSU Pet Policy ([link below](#)). Pets that do not meet these exceptions may be impounded. You're expected to review and follow the [MSU Pet Policy](#).

Professional Conduct and Safety

In addition to academic standards, you must demonstrate the maturity, integrity, and professionalism expected of healthcare professionals under the [2025 AOTA Occupational Therapy Code of Ethics](#) (Appendix I), and acceptable professional progression in the application of skills and knowledge. You are expected to comply with all federal, state, and local laws. Legal or ethical violations may limit fieldwork placement, eligibility for the NBCOT® exam, or licensure. A student who is arrested, charged, or convicted of a misdemeanor or felony must notify the Program Director immediately to discuss possible consequences. A student whose continued participation would be detrimental to the health or safety of others may be dismissed. Unsafe practice includes, but is not limited to:

- Performing a procedure for which the student is not academically prepared, competent, or authorized;
- Activity that is unsafe or harmful to the physical, emotional, or mental well-being of a peer, faculty or staff member, other healthcare provider, client, or client's family;
- Activity that violates the Missouri Practice Act or the practice act of the state in which fieldwork is being completed;
- Misuse of personal information belonging to a peer, faculty or staff member, client, or other healthcare provider, or violation of HIPAA;
- Activity that violates the Occupational Therapy Practice Framework: Domain and Process (4th ed.), AOTA Code of Ethics, or [NBCOT's Code of Conduct Principles](#).

Professional Identity Evaluation (PIE) Tool

As a component of the Program's mandatory orientation, you will complete a strengths-based personal evaluation (i.e., [CliftonStrengths34](#)). You will then use your strengths report to complete the OT Program's Professional Identity Evaluation (PIE) tool based in eValue. Prior to scheduled advisory meetings in semesters 1-5, you will reflect on your personal growth and update the PIE tool. You are not required to complete the PIE tool while on Level II Fieldwork.

During each meeting, you and your advisor discuss your professional identity development, allowing your advisor to provide mentorship and guidance. You will review the PIE tool together, discussing both strengths and areas for improvement as identified by you, the faculty, and Level I and II fieldwork educators as appropriate.

Semester	Academic Advisement Meeting	PIE Required
1	yes	yes
2	yes	yes
3	yes	yes
4	yes	yes
5	yes	yes
6	yes	no
7	yes	no

Progression, Retention, Probation, and Dismissal Policy

The MOT Program is a seven-semester progressive curriculum designed for early introduction of the scientific, historical, and theoretical foundations of occupational therapy, consistent with [ACOTE® \(2023\) standards](#). You must follow the OTE curricular sequence (Page 8).

You must pass all fieldwork courses to progress. A student who fails a fieldwork course may have a one-time option to repeat it. Consistent with the MSU Graduate College Clinical and Field Placement Policy, dismissal follows if the student does not pass after remediation and the repeat attempt.

You must maintain current liability insurance, CPR/AED certification, and medical insurance throughout enrollment, and must complete Level II fieldwork and experiential requirements within 24 months of completing the didactic portion of the program. Failure to meet or maintain these requirements may delay or eliminate fieldwork participation.

Academic Probation and Remediation:

Students are placed on academic probation with a remediation plan and learning contract (Appendix XI) when they meet criteria that does not result in automatic dismissal:

Trigger	Consequence
7–9 total semester hours of “C” in OTE coursework	Academic Probation
Greater than 9 total semester hours of “C”	Dismissal (no remediation option)
Any single grade of “D” or “F” in an OTE course	Dismissal (no remediation option)
Cumulative GPA falls below 3.00 at the end of any semester	Dismissal (no remediation option)
Failing grade in a fieldwork course	One-time repeat option; dismissal if repeat is not passed

Sequencing note: the GPA trigger (cumulative GPA below 3.00) and the credit-hour trigger (greater than 9 semester hours of “C”) are independent grounds for dismissal. Either one alone is sufficient; neither is a precondition for the other.

Professionalism Probation and Remediation:

Two distinct, separable actions can follow a professionalism concern: (1) a documented Professionalism Warning, issued by an individual instructor or advisor, and (2) OT Program Professionalism Probation with Remediation Plan (Appendix XII), a separate program-level status. A single warning may trigger program-level probation. If informal resolution at the warning stage is unsuccessful, the faculty member or advisor notifies the student and Program Director in writing (a “complaint”). The Program Director then meets with the student (advisor/instructor may attend) within 5 business days of the written complaint. Probation with a remediation plan is not required in every case and may not be offered. If probation with a remediation plan is indicated, probation is removed when, in one qualifying semester (up to 15 weeks), the student meets all professional standards of the program, as set forth in the remediation plan. A student may be placed on OT Program Professionalism Probation no more than once during their matriculation in the program. Dismissal results if the student does not demonstrate passing performance following remediation, or if a second violation occurs. Students have the right to appeal Professionalism Probation by contacting the School Director within 5 business days of receiving the remediation plan. The School Director then appoints a 3-person faculty review committee and issues a written determination.

Protection of Privacy/Information

Missouri State University adheres to a policy of compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). 20 U.S.C. 1232g. As an eligible student, you have four primary rights under FERPA, including the right to:

- Inspect your education records
- consent to disclosure of your personally identifiable information, except to the extent that FERPA authorizes disclosure without consent.
- seek correction of your records, to prevent inaccurate or misleading information, and
- file a complaint with the U.S. Department of Education if you feel your rights are being violated. [View the full policy](#)

Research

If you conduct research at Missouri State University that involves human participants, you're required by university policy to submit an application to the Institutional Review Board (IRB). [View the University IRB information](#).

Rights and Responsibilities of Students

As a Missouri State University student, you have certain rights and privileges together with corresponding duties and responsibilities. To review the Code of Students Rights and Responsibilities, and for information pertinent to all MSU students, go to the [Dean of Students Office website](#) or contact the Office of the Dean of Students, 405 Plaster Student Union, Missouri State University, (417) 836-5527.

Social Media

You must adhere to the [Social Media Guidelines](#) set forth by the University. You may not electronically post or distribute personal health information or anything, including photos, that may reveal a patient's/client's identity or personal or therapeutic relationship, as doing so would violate state law and/or the Health Insurance Portability and Accountability Act (HIPAA). You also may not post course or faculty content without written permission from the instructor. To protect professional boundaries, full-time and adjunct faculty and staff are not permitted to “friend” or follow you on social media platforms until after you've graduated, and you're advised not to friend or follow fieldwork educators until after graduation.

Solicitation

All salespersons or agents for any product or proposition or cause whatsoever are prohibited from soliciting members of the faculty, staff, or the student body in any building or on any part of the campus of MSU, or by any electronic means unless otherwise noted in the [MSU policy](#). Door-to-door solicitation in university residence halls, academic, or administrative buildings is strictly prohibited. You're responsible for reading and abiding by the MSU policy for advertisement and solicitation.

Technical Standards

The landmark Americans with Disabilities Act of 1990, P.L. 101-336 (“ADA or “the Act”), enacted on July 26, 1990, provides comprehensive civil rights protections to qualified individuals with disabilities. The ADA was modeled after Section 504 of the Rehabilitation Act of 1973, which marked the beginning of equal opportunity for persons with disabilities. As amended, Section 504 “prohibits all programs or activities receiving federal financial assistance from discrimination against individuals with disabilities who are ‘otherwise qualified’ to participate in those programs.” With respect to post-secondary educational services, an “otherwise qualified” individual is a person with a disability “who meets the academic and technical standards requisite to admission or participation in the recipient’s education program or activity.”

Given the intent of Section 504 and the ADA, the development of standards of practice for a profession, and the establishment of essential requirements to the student’s program of study, or directly related to licensing requirements, is allowable under these laws. In Section 504 regulations, which require individuals to meet the “academic and technical standards for admission,” the Supreme Court has stated that physical qualification could lawfully be considered “Technical standard(s) for admission.” Institutions may not, however, exclude an “otherwise qualified” applicant or student merely because of a disability if the institution can reasonably modify its program or facilities to accommodate the applicant or student with a disability. However, an institution need not provide accommodations or modify its program of study or facilities such that (a) would “fundamentally alter” and/or (b) place an “undue burden on” the educational program or academic requirements and technical standards which are essential to the program of study.

The OT Program technical standards include but are not limited to the following. You must:

Behavioral and Social

- Organize and manage time to complete educational and clinical responsibilities.
- Demonstrate sufficient emotional health to be able to fully use their intellectual abilities and exercise appropriate judgment in a variety of settings with instructors, fellow students, clients, families, and colleagues.
- Adapt physical presentation and interaction style to be appropriate in a variety of educational and clinical settings.
- Adapt to changing environments.
- Display flexibility in different clinical situations and learn to function in the presence of uncertainties inherent in the clinical problems of clients.
- Demonstrate the ability to use professional touch in interactions with students, faculty, and clients of both genders, in both coursework and fieldwork environments.
- Wear specified clothing and/or manually interact with fellow students and teachers of both genders when participating in practical learning experiences.
- Respond honestly to questions on applications for certification and licensure regarding any previous history of conviction or crime.

Communication

- Communicate effectively and sensitively with clients, including speech, reading, and writing.
- Communicate effectively and efficiently in oral and written form with all members of the health care team to convey information for safe and effective care.
- Acquire information developed through classroom instruction, clinical experiences, independent learning, and consultation.
- Complete written assignments, maintain written records, and search and evaluate literature.
- Use therapeutic communication, such as attending, clarifying, coaching, facilitating, and touching within clinical, didactic and laboratory environments.

Intellectual (including conceptual, integrative, and quantitative abilities)

- Demonstrate intellectual abilities for attention, comprehension, measurement, calculation, memorization, integration, analysis, and synthesis of conceptual and clinical information.
- Demonstrate critical skills of problem solving, including obtaining, interpreting, and documenting data.
- Display spatial reasoning by comprehending three-dimensional relationships and understanding the spatial

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relationships of anatomical structures.

- Assess the physical environment to determine appropriate therapeutic strategies for occupational therapy clients.
- Use keyboards, accessories, and computers for searching, recording, storing, and retrieving information.
- Demonstrate professional reasoning, a core skill for occupational therapists, which requires critical thinking, problem solving, judgment, ethical decision-making, and planning.
- Identify and interpret emotional affect, nonverbal cues, and response to intervention by individual and groups of clients.

Motor Coordination and Strength

- Demonstrate sufficient mobility to provide assessments and interventions related to balance, posture, movement, endurance, sensory processing, and performance of daily activities.
- Demonstrate sufficient fine motor coordination and motor planning skills to design and fabricate orthotics, positioning devices, and adaptive equipment that facilitates performance of daily activities.
- Demonstrate ability to engage in procedures involving grasping, manipulating, pushing, pulling, holding, extending, and rotation.
- Demonstrate ability to lift and transfer patients/clients and to stand/sit for long periods of time.
- Demonstrate sufficient motor abilities to provide emergency treatment, such as cardiopulmonary resuscitation.

Observation

- Observe demonstrations, experiments, and laboratory exercises.
- Observe clients accurately at close range and at a distance, obtain an appropriate medical, social, and activity history from the client, guardian, or caregiver, and observe digital readings and other graphic images to determine a client's condition.
- Plan and modify treatment in response to subtle observations of movement skills and clients' cognitive and emotional responses to therapeutic interventions.
- Demonstrate adequate visual perception, which includes depth and acuity.
- Possess functional tactile and proprioceptive skills and abilities necessary to perceive and synthesize inputs during client interaction, evaluation, and treatment.

Students who are unable to meet and/or maintain these technical standards will not be able to complete the program. You shall notify the program in a timely manner of any change in your ability to meet the technical standards. Students with disabilities who experience or anticipate barriers to their participation are encouraged to request accommodation as set forth within this Handbook.

Travel

You're responsible for arranging your own transportation to and from any off-campus activities such as supervised fieldwork assignments, field trips, and travel to professional meetings, and you're required to have reliable transportation of your own. The University's group travel policy is stated on the University website at http://www.missouristate.edu/policy/op5_12_5_travel.htm.

Tuition and Fees

Estimated Fees for completion of 7 semesters of MOT Program	Cost
Course Fee (OTE 645 - Anatomy)	\$ 255
Estimated Cost of Books	\$ 2,000
MO State Student Services Fee (\$70 per credit hour up to 9 credit hours, \$630 flat rate for 9+ hours)	\$ 3,920
MO State Athletic Fee (\$200 per fall and spring semesters)	\$ 1,000
MO State Technology Fee (\$85 x 7 semesters)	\$ 595
MCHHS Enrollment Fee (\$40 X 78 hrs)	\$ 3,120
Program Fees (total for 7 semesters)	\$ 12,000
Subtotal:	\$ 22,890
Tuition: \$414 per credit hour (Missouri resident) x 78 hrs	\$ 32,292
Total for Missouri Resident	\$ 55,182
Tuition: \$825 per credit hour (non-Missouri resident) x 78 hrs	\$ 64,350
Total for Non-Missouri Resident	\$ 87, 240
See residency requirements here - http://www.missouristate.edu/admissions/applyforresidency.htm	

*All students submit a non-refundable confirmation fee of \$500 to the Occupational Therapy Program, to reserve a seat in the incoming class prior to their first fall semester. Upon matriculation into the OT Program, this fee will be applied to Fall semester tuition.

**Tuition and fees are subject to change annually. The above table is only an estimate. Students should obtain updated tuition and fee information prior to enrolling in courses. [View the MSU tuition and fees summary](#). Students are encouraged to meet with a staff member from the Office of Student Financial Aid to plan for expenses. [View the FA website for contact information](#). Annual personal expenses for travel to school, housing, food, supplies, and other items will vary greatly from individual to individual. Travel plus room and board expenses for fieldwork placements will also vary by individual.

Tuition Refund/Withdrawal

Per University policy, if you drop one or all classes (withdrawal), you may receive a partial refund of tuition (or a change in your fee assessment if all fees have not been paid), provided you complete the formal drop process by the established deadlines appropriate to the length or delivery method of the class and the published academic calendar. For more information, visit the [Change of Schedule \(Add/Drop\) policy](#).

If you're enrolled in the [My Payment Plan](#), you're responsible for the amount of unpaid fees after the refund or re-assessment. Please note that dropping all classes is considered a "withdrawal from the University." You're strongly encouraged to meet with your assigned advisor or the OT Program Director before dropping/withdrawing from any course. "OTE" courses are offered only once each year, so dropping a course will make you unable to progress with your cohort and may lead to dismissal from the OT Program. Please refer to the Progression section above for procedures in this situation.

Video/Audio Recording

All video or audio recordings of community volunteers/clients who participate in program activities must be recorded and stored only on secure program devices and/or servers. You're prohibited from copying, downloading, or distributing this type of recording to any non-approved program device unless written consent is documented by both the volunteer/client and the OT Program Director. If you wish to record lectures or class activities for study purposes, inform the faculty member first. You may not distribute or sell recordings or other course materials without the written permission of the instructor and other students who are recorded; doing so without permission is a violation of copyright law, [academic integrity](#), and the [Code of Student Rights and Responsibilities](#).

STUDENT SERVICES & RESOURCES

Accommodation

The [MSU Disability Resource Center \(DRC\)](#), the [Access Technology Center](#), and [Learning Diagnostic Clinic \(LDC Services\)](#) are on-campus resources. If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodation and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) to initiate the process to establish your accommodation plan.

- The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability.
 - In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested.
 - Once a [University accommodation plan](#) is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan.
 - Instructors will not receive your approved accommodation plan until you request faculty notification be sent through the Bear Access portal. Please note, instructors are *not required* to apply approved accommodations retroactively.
- The Access Technology Center provides training and assessment of individual needs, conversion of textbooks and academic materials into accessible formats, and provides specialized equipment and software; ATC is able to contribute to the mission of universal design. <https://www.missouristate.edu/ATC/default.htm>.
- The LDC identifies each client's strengths and challenges and develop a growth plan tailored to their specific learning needs. The testing process is in-depth and precise. We test for disabilities, ADHD, autism and other psychological disorders that may affect learning.

[The Disability Resource Center](#)

Location: Meyer Library, Suite 111,

Phone: 417-836-4192

TTY: 417-836-6792

Email: DRC@MissouriState.edu

Fax: 417-836-3158

Website: <http://www.missouristate.edu/disability/>

[The Access Technology Center](#)

Location: Meyer Library 111A

Phone: 417-836-4275

TTY: 417-836-6792

Email: atc@missouristate.edu

Website: <http://www.missouristate.edu/atc/>

[Learning Diagnostic Services](#)

Location: Collaborative Care Clinic. Kampeter Hall, first floor.

Phone: 417-836-5275

E-mail: CollabCare@MissouriState.edu

Website: <https://mchhs.missouristate.edu/CollabCare/learning.htm>

Adult Student Services

The office of [Adult Student Services](#) assists nontraditional students who often have to balance family, work, and school responsibilities. Support services include advisement, placement testing, registration, scholarship, and financial aid opportunities.

Pregnancy and Parenting

Consistent with applicable law, the University does not discriminate in its educational programs/activities against any applicant for admission, student, applicant for employment, or employee on the basis of current, potential, or past pregnancy or related conditions. Accordingly, students and employees may not be treated differently on the basis of any parental, family, or marital status. Reasonable accommodations and modifications may be provided to students with needs related to pregnancy and pregnancy related conditions. If a student would like to request an accommodation or modification, please contact the University's Deputy Compliance Officer at 417-836-6755 or JuliaHolmes@MissouriState.edu to initiate that interactive process.

Bear Pass

[BearPass Card Office](#). The Bear Pass serves as your MSU identification card. The Bear Pass allows you to charge expenses or purchases to student accounts, deposit money on-line, gain free or reduced cost access to athletic events and gain after-hours access to buildings that utilize a card reader. The Bear Pass and photo submission process is now online. [View FAQs and instructions](#). If you need assistance, the Bear Pass office can be found in the Plaster Student Union, room 128, or you may email them at BearPassCard@MissouriState.edu

Campus Contacts

The following university officials may be contacted to assist enrolled or prospective students:

- [Bear Pantry](#)- MSU food pantry
- [Financial Aid Office](#)
- [Office of the Provost](#)- Institution information [Safety and Transportation- Crime Data](#)
- [Student Ombudsman](#)- Informal complaints or concerns [Graduate Student Senate](#)

Career Center

The mission of the [Career Center](#) is to prepare students to make responsible career decisions. The Career Center can help you gain self-understanding and explore occupational options. You can take self-assessments, such as the Myers-Briggs, the Self-Directed Search, or Focus 2. Career development also includes preparing for the world of work. This includes learning how to write résumés and letters, how to conduct an effective and efficient job search, how to create a portfolio, how to research employers, and how to interview successfully. For further information about the services offered at this center, contact the Career Center at 309 Carrington Hall, call 417-836-5636, or email careercenter@missouristate.edu.

Computer Labs

[Computer labs](#) for student use are available in Cheek Hall, Glass Hall, and Meyer Library. These computer labs are open to the MSU community and staffed by full-time staff and student lab assistants. Computer labs offer a wide variety of software to meet the computing needs of students, faculty, and staff. [View a full list of available software](#).

Dean of Students Office

The primary role of the [Dean of Students Office](#) is to assist students in accomplishing personal and educational goals. This includes helping remove barriers that might make those goals more difficult to reach. Featured services from this office include free legal advice, notary services, a behavioral intervention team (BIT), and food assistance. If you are concerned about a student, click here to [Make a Referral](#).

The BIT Team

OT STUDENT HANDBOOK

Missouri State University and the Division of Student Affairs promote student success. The Behavioral Intervention Team's (BIT) mission is to identify students exhibiting behaviors detrimental to their or other campus community members' success and provide resources improving opportunities to achieve student success.

- The purpose of the Behavioral Intervention Team (BIT) is to be a resource to members of the University community who have a concern about a student's behavior and need the opportunity to consult with professionals who deal with behavioral issues on a more frequent basis.
- The BIT provides an organized and coordinated method of assessment of the severity of an incident or situation affecting the University community. The BIT determines the need for intervention, identification and activation of appropriate resources and responses, ongoing monitoring, and evaluation of responses and outcomes.
- Any member of the University community can contact a member of the BIT with a concern. The team member may be able to address the concern without engaging the BIT or may consult with particular other members of the team to alleviate the particular situation. The individual member may present the situation at the next team meeting to gain a critique of the response, obtain additional guidance, or to enlist monitoring of an ongoing issue or concern.
- [Make a BIT Team Referral here.](#)

Emergency Response and Evacuation Procedures

The Emergency Response and Evacuation Plan establishes policies and procedures that will be employed when there exists the potential for an emergency condition, such as severe weather; an emergency has or is occurring; or in any situation where it is necessary and beneficial for the operations of MSU to be conducted out of a single location. To ensure the various plans at MSU will work in an emergency situation, MSU participates in drills and exercises that include campus personnel as well as local, county, and state public safety agencies.

The University has several procedures in place to communicate with faculty, staff, students, and media regarding any emergency on campus and has established an emergency mass notification system, known as "Missouri State Alert", on the Springfield and West Plains campuses. Complete details about the [Emergency Response Plan](#) and the Missouri State Alert System are available from the Director, Safety and Transportation, 636 East Elm, Missouri State University, (417) 836-5509. [Students are encouraged to subscribe to Missouri State Alert](#)

Faculty

OT faculty offices are located on the second floor of the O'Reilly Clinical Health Sciences Center (OCHS) in Suite 203. Please consult the program's administrative assistant, individual faculty, learning management system (LMS), and/or course syllabi for posted office hours and locations.

Graduate College

The [Graduate College office](#) provides information on registration, policies, commencement, assistantships, funding and rewards, research and other resources relative to MSU graduate students. [Discover Graduate Assistantships](#) (GA Positions).

Healthcare for Students

[Magers Health and Wellness Center](#) is conveniently located on the Missouri State University campus next to the University bookstore. Magers Health and Wellness Center at Missouri State University is committed to promoting the health and well-being of the university community by supporting the physical, mental, and emotional wellness of students, employees, retirees, and their dependents. Magers provides medical services to all members of the University community, ages 6 years and older. Patients are seen in the Magers Health and Wellness Center by appointment. A limited number of openings are available for sudden illness or injury. You need a physical or virtual BearPass Card for an appointment. You will check-in at the appointment desk and check-out with the business office cashier window. To schedule an appointment, call 417-836-4000 or schedule online. [View your online health record](#) (MyHealth Portal).

International Services

[The Office of International Services](#) welcomes students, faculty, and staff from all over the world and assists with admission,

academics, and adapting to life in Springfield.

Libraries

The [Duane G. Meyer Library](#) is located at 850 S. John Q. Hammons Pkwy on the MSU campus. Meyer Library has a 124-seat auditorium that is used for scheduled classes, student meetings, and university activities. There are also two classrooms and a seminar room used for library- and related instruction.

In addition to [books](#), [journals](#), [databases](#) and other research materials, the MSU Libraries have group study rooms, a variety of tables and carrels for group activity and individual study, computers for research and writing, media viewing and listening stations, photocopiers and copying services, as well as building-wide wireless network access.

Meyer Library also offers free interlibrary loan services. This service makes it possible for MSU faculty, staff and students to obtain materials not available from MSU, MOBIUS Consortium (MOBIUS catalog) or Colorado Alliance (Prospector catalog) by borrowing them from other institutions. Conditions governing the borrowing and lending of materials from one library to another are set by the National Interlibrary Loan Code of the American Library Association and by specific regulations of the participating lending libraries.

A current [Occupational Therapy Subject Guide](#) can be accessed through the Meyer Library website.

Mary Hean Price Walls Student Resource Center – Bear Cave

The [Mary Jean Price Walls Student Resource Center - Bear Cave](#) serves the social and educational needs of students through our programs and initiatives such as celebration of History & Heritage month series, Lunch & Learn series, Leadership Institute, acknowledgment of cultures & languages and empowerment of our students through connection, confidence and community. The Center also offers amenities such as a computer lab with free printing, collaboration rooms, study rooms, retreat & refocus rooms, Bear Cave closet and a lounge area open to all students.

We're located on the 1st floor of the Plaster Student Union in Suite 101.

Mental Health & Stress Management

Missouri State University offers on-campus mental health support through the Counseling Center, located in the Magers Health and Wellness Center (417-836-5116) on the third floor. Currently enrolled students can access a range of mental health services at no additional cost.

- The Counseling Center is staffed by a team of experienced professionals, including licensed counselors, social workers, psychologists, provisionally licensed clinicians, and supervised graduate-level trainees.
- Therapy services are available while classes are in session during fall, spring and summer semesters, Monday through Friday 8am to 5 pm. Outside of business hours, students can access Protocall support services 24/7 by dialing the Counseling Center number and pressing “0” at the prompt.
- In addition to in-person support, students can explore a wide variety of mental health resources through the [Counseling Center’s website](#).

Professional Organizations

American Occupational Therapy Association (AOTA) - <http://www.aota.org/>

- The American Occupational Therapy Association (AOTA) is the national professional association established in 1917 to represent the interests and concerns of occupational therapy practitioners and students of occupational therapy and to improve the quality of occupational therapy services.
- AOTA’s major programs and activities are directed toward assuring the quality of occupational therapy services, improving consumer access to health care services and promoting the professional development of members.
- AOTA educates the public and advances the profession by providing resources, setting standards, and serving as an advocate to improve health care. AOTA is based in Bethesda, MD.

Missouri Occupational Therapy Association (MOTA) - <https://www.mota-mo.org/>

- MOTA represents the needs of OT practitioners and students in the state of Missouri.
- MOTA is also an Affiliate Member of the AOTA. The mission of MOTA is to act as a professional advocate by fostering leadership in the OT profession, supporting professional standards, and meeting the needs of MOTA members through education and opportunities for networking with others. MOTA acts as a consumer advocate by promoting access to OT services and representing the OT profession to the public. The association strives to preserve the foundation of OT and build towards its future growth and development.

National Board of Certification in Occupational Therapy (NBCOT®) - <http://www.NBCOT®.org/>.

- NBCOT® serves the public interest by advancing client care and professional practice through evidence-based certification standards and the validation of knowledge essential for effective practice in occupational therapy.
- NBCOT® provides certification for the OT profession including the development and administration of the national certification exam. The NBCOT® website provides information about preparing for and scheduling the exam.

Pi Theta Epsilon, Occupational Therapy Honor Society - <https://www.aotf.org/pte-overview/>

- Epsilon Theta is the Pi Theta Epsilon Chapter at Missouri State University.
- Students are invited to apply for membership to this honor society if they are in the top 35% of their cohort after their first spring semester.
- The mission of Pi Theta Epsilon is to support the practice of occupational sciences and authentic occupational therapy by promoting research, leadership, and scholarly activities among our members.

Student Occupational Therapy Association (SOTA)

- Membership in the MSU SOTA is a requirement for all occupational therapy students.
- SOTA holds regular meetings and activities on campus and in the community throughout the school year.
- Students will participate in educational, advocacy, and social activities promoting occupational therapy.

Recreation

Arts

- Juanita K. Hammons Hall for the Performing Arts - [Hammons Hall](#) presents a full season which includes touring Broadway musical productions, single performances covering the gamut of entertainment from classical music to jazz to dance to theatre, children's shows, and an emerging concert artists' recital series. In keeping with Hammons Hall's mission to serve the student population, Missouri State University concerts, recitals and lectures are also a part of the season's schedule.

Athletics

[View game times and ticket information for all MSU athletic events.](#)

[View information for other local sporting activities](#)

- Bill R. Foster and Family Recreation Center -The [recreation center](#) offers a place for the entire campus community to work out, play, and learn about healthy living. Visit the above website for membership, service, and operation time information. Current students who pay full student services fees each semester will automatically be members of the center at no additional cost.

Springfield Area Information

[View for additional events and activities in the Springfield metropolitan area.](#)

Scholarships

There are numerous opportunities for students to obtain scholarships and other monies to assist with educational costs. The American Occupational Therapy Foundation (AOTF) offers 50 scholarships annually: <https://www.aotf.org/Scholarships>. AOTA also provides a list of scholarships at <http://www.aota.org/Education-Careers/Find-School/Aid/Scholarships.aspx>. MOTA provides annual scholarship opportunities at <https://www.mota-mo.org/mota-student-scholarships/>. Information on potential scholarships for graduate students at MSU may be found at <http://www.missouristate.edu/FinancialAid/scholarships/Graduate.htm> and <http://graduate.missouristate.edu/currentstudents/176112.htm>

Student Resources

The Office of Student Conduct

The [Office of Student Conduct](#) exists to serve the students of the MSU community. The office is responsible for the implementation of the [Code of Student Rights and Responsibilities](#), adjudicating alleged violations of the Code, safeguarding student rights, and dealing with emergency situations which involve students.

Office of the Registrar

The mission of the [Office of the Registrar](#) is to provide quality support services to students, faculty, staff, alumni, parents and other constituents of the University. As part of this mission, our primary goal is to ensure the accuracy, integrity, and security of academic records. The Office of the Registrar supports the University's mission to develop educated individuals by interpreting, communicating, and enforcing academic policies and procedures for the benefit of the entire University community.

Student Activities Council for Public Affairs

[Student Development and Public Affairs](#) is responsible for assisting the campus in achieving the goals of the Public Affairs Mission. We do so through provide grant opportunities for Public Affairs projects on campus, providing speakers for the Public Affairs Convocation series and Public Affairs Conference, and by spotlighting campus community members who live Public Affairs through their daily activities.

Student Ombudsman

The [student ombudsman](#) serves as a neutral party who provides assistance to MSU students. The Ombudsman provides information, receives informal academic complaints, facilitates communication, and aids in resolving academic concerns. [View additional student success staff.](#)

Student Support: Guide to Services

Missouri State University provides a wide range of resources aimed at facilitating, supporting, and stimulating the intellectual, social, cultural, recreational, and spiritual growth and development of the student. [View information on student support services.](#)

Tutoring

BEAR CLAW – Center for Learning and Writing

This interactive space in Meyer Library unites the resources and expertise of the faculty, library personnel, computer and information technology, the Writing Center, subject-area tutoring, and PASS (Peer Assisted Study Sessions) in an environment that fosters informal, collaborative work and social interaction. Bear CLAW tutoring services vary by subject. The Bear CLAW space is open during regular library hours. We're here to help you enhance your writing skills, whether you're starting an assignment or refining a final draft. Our tailored advice is designed to assist with any writing task, across all subjects. We believe that strong writing skills are key to your academic success and future career. Our support service is open to everyone - undergraduates, graduates, staff, and faculty. Whether you need assistance with academic papers, creative writing, speeches, presentations, or preparing articles for publication, we're here to support you every step of the way. [Make an appointment.](#)

Peer Assisted Study Sessions

Designed for historically challenging classes, the [PASS program](#) offers academic enhancement group sessions for students. Attendance at sessions is voluntary. It is a chance to get together with people in your class to compare notes, discuss important concepts, develop strategies for studying the subject, and test yourselves before your professors do so that when they do, you will be ready. Sessions are offered at least twice a week and last 50 minutes. PASS schedules for OTE courses are distributed through the LMS.

Student Success Coaches

An academic Success Coach is invested in the success of students. Coaching is a working partnership that focuses on the process of learning to be organized, meet deadlines, prioritize projects, and manage time to reach goals. Working alongside a Success Coach, students can expect to explore their learning style, habits of work, and current difficulties or barriers to success. Learn more [here](#).

****Note:** Peer tutoring groups within the OT program may also be available. Please speak to the faculty member associated with the course in which you wish to be tutored.

Veteran Resources

Missouri State is home to one of the largest number of veterans and dependents on a college campus in Missouri. MSU also has about 150 veterans serving in faculty and staff positions throughout the University. [View the Veteran Services website](#).

Visitor's Guide

[View a visitor's guide to the MSU campus and community](#).

Voter Registration

As a Templeton Foundation Public Affairs Institution, Missouri State University strongly encourages students to vote. [Register to vote online](#). If you wish to have a Greene County voter registration form mailed to you, you may call 417-836-5527. You may also register at the Dean of Students Office, Plaster Student Union 405 and the Meyer Library, Reference and Government Information Desk.

- If you would like to register in another county or state, please contact the county courthouse in that county. They can provide information on registration procedures. You may also contact the Elections Office for the State of Missouri:
 - (573) 751-2301 (Voice)
 - (800) NOW-VOTE (669-8683)
 - (573) 526-3242 (Fax)
 - elections@sos.mo.gov
- If you are registered in another county and wish to vote by absentee ballot, be sure to request a ballot from the county clerk in your county in advance of the deadline. A number of [notary publics](#) are available on campus to notarize your ballot.

APPENDICES

Appendix I: MSU OT Program - Confidentiality and Code of Ethics Agreement

The Missouri State University Occupational Therapy Program is committed to preserving and protecting the confidentiality of all persons and their associated written information. I shall respect and maintain the confidentiality of all discussions, documentation, patient care records, and any other confidential information generated in connection with individual patient care and/or peer review activities in the following manner:

- I will treat any clinical or personal information learned by me as privileged information which is subject to all state and federal laws which protect the rights of clients/patients.
- I will discuss confidential information only with authorized personnel in the workplace and only for job related purposes.
- I will not discuss confidential information within hearing of others who do not have a need to know the information.
- I will not include personal identifying information in written educational assignments or on social networking sites.
- I understand that all confidential information and related documents are the property of the facility providing such information, and that only the person designated by the facility may disclose copies of written information.
- I will not attempt/request to remove, copy, or photograph medical records or other confidential documentation.
- I shall only access or distribute patient care information in the performance of my assigned duties and where required by or permitted by law.
- I understand that my obligation to safeguard patient confidentiality continues after the completion of my degree at MSU.
- I will not photograph, record videos, or otherwise capture images of patients, clients, medical records, or confidential information unless specifically authorized by a designated supervisor

I hereby acknowledge that I have read and understand the above information and that my signature below signifies my agreement to adhere to all state and federal laws and policies related to privileged and protected information, including the Code of Ethics of the American Occupational Therapy Association, the Practice Act Rules & Statutes of each state in which I practice, and the HIPAA Privacy Regulations. In the event of a breach or threatened breach of this agreement, I acknowledge that MSU may, as applicable and as it deems appropriate, pursue disciplinary action up to and including my dismissal from the MSU OT Program.

Student Signature

Date

Print Name

Appendix II: OT Program Technical Standards Agreement

I certify that I have read and understand the technical standards for selection into the OT Program. I understand that if I am unable to meet these requirements, with or without reasonable accommodation, I must notify the program director immediately and will not be admitted or retained in the OT program.

Student Signature

Date

Print Name

Appendix III: NBCOT® Character Review Questionnaire

Student Name: _____

When applying for the exam, you attest to reading and agreeing to abide by the NBCOT® Candidate/Certificant Code of Conduct. See: [NBCOT® Code of Conduct Principles](#) and <https://www.NBCOT.org/en/Students/Services>. To ensure that occupational therapy practitioners meet standards of professional conduct prior to entering the profession, all applicants for certification are required to provide information and documentation related to affirmative responses to character questions on the examination application.

The character review consists of [eight key questions](#):

1a. Have you ever been convicted of a felony? (NOTE: Applicants must answer affirmatively even if convictions have been pardoned, expunged, released, or sealed.)

b. Do you currently have a felony charge or charges against you?

2a. Have you ever had any professional license, registration, or certification denied, revoked, suspended, or subject to probationary conditions by a regulatory authority or certification board, including NBCOT®?

b. Do you currently have a professional license, registration, or certification under review for possible disciplinary action?

3a. Have you ever been found by any court, administrative, or disciplinary proceeding to have committed negligence, malpractice, recklessness, or willful or intentional misconduct which resulted in harm to another?

b. Do you currently have a charge(s) of negligence, malpractice, recklessness, or willful or intentional misconduct that resulted in harm to another against you?

4a. Have you ever been suspended and/or expelled from a college or university?

b. Are you currently under active investigation that could lead to being suspended and/or expelled from a college or university?

I attest that I have truthfully answered all of the above statements and accurately reflected my conduct. I understand that any falsification, omission, or concealment of information may result in dismissal from the MSU OT Program and/or an inability to sit for the NBCOT® exam.

Student Signature

Date

APPENDIX IV: Signature Page

I have carefully and completely read, and understand the MSU OT Program Handbook, Fieldwork Manual, and Clinic Manual, and have had all my questions satisfactorily answered. I understand that by my signature, I agree to abide by all terms, policies, and procedures contained therein.

Student Signature

Date

Print Name

Appendix V: MSU OT Program – HIPAA, FERPA, and Mandated Reporter Training

I certify that I have read and completed all required HIPAA, FERPA and Mandated Reporter Training via links provided by the University website for HIPAA compliance regulations and eValue OT Program requirements list.

Student Signature

Date

Print Name

Appendix VI: Tuition and Fees

2026-27 Tuition and Fees

Estimated Fees for completion of 7 semesters of MOT Program	Cost
Course Fee (OTE 645 - Anatomy)	\$ 255
Estimated Cost of Books	\$ 2,000
MO State Student Services Fee (\$70 per credit hour up to 9 credit hours, \$630 flat rate for 9+ hours)	\$ 3,920
MO State Athletic Fee (\$200 per fall and spring semesters)	\$ 1,000
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Subtotal:	\$ 22,890
Tuition: \$414 per credit hour (Missouri resident) x 78 hrs	\$ 32,292
Total for Missouri Resident	\$ 55,182
Tuition: \$825 per credit hour (non-Missouri resident) x 78 hrs	\$ 64,350
Total for Non-Missouri Resident	\$ 87, 240
See residency requirements here - http://www.missouristate.edu/admissions/applyforresidency.htm	

*All students submit a non-refundable confirmation fee of \$500 to the Occupational Therapy Program, to reserve a seat in the incoming class prior to their first fall semester. Upon matriculation into the OT Program, this fee will be applied to Fall semester tuition.

**Tuition and fees are subject to change annually. The above table is only an estimate. Students should obtain updated tuition and fee information prior to enrolling in courses. A summary of tuition and fees can be found at <http://www.missouristate.edu/registrar/costs.htm>. Students are encouraged to meet with a staff member from the Office of Student Financial Aid to plan for expenses. <http://www.missouristate.edu/FinancialAid/contact.aspx>.

 Student Signature

 Date

 Print Name

Appendix VII – Likeness Release Form



OFFICE OF PHOTOGRAPHIC SERVICES

Likeness Release Form

The undersigned hereby irrevocably consents to and authorizes the use by Missouri State University, its officers and employees, ("University") of the undersigned's image, voice and/or likeness as follows: The University shall have the right to photograph, publish, re-publish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display or otherwise use or reuse the undersigned's image, voice and/or likeness in connection with any product or service in all markets, media or technology now known or hereafter developed in University's products or services, as long as there is no intent to use the image, voice and/or likeness in a disparaging manner. University may exercise any of these rights itself or through any successors, transferees, licensees, distributors or other parties, commercial or nonprofit. The undersigned acknowledges receipt of good and valuable consideration in exchange for this Release, which may simply be the opportunity to represent the University in its promotional and advertising materials as described above.

Please indicate your agreement to the foregoing by signing below.

Signature _____
I understand by entering my name on the signature line that it represents an electronic signature, which is legally binding.

Print Name _____

Address, Telephone _____

Date _____

If you are under seventeen (17) years of age, your parent or guardian must sign below:

I represent that I am a parent/guardian of the minor who has signed the above release and that in that capacity University has my consent and authorization to use the name, voice and/or likeness as described above.

Parent/Guardian:

Signature _____
I understand by entering my name on the signature line that it represents an electronic signature, which is legally binding.

Print Name _____

Date _____

Appendix VIII - MCHHS Telehealth Remote Provider Agreement

Telehealth may be provided remotely by providers from their homes as a standard model of care or as the client's choice of delivery method. This flexible approach ensures continuity of care and allows providers to offer virtual services without needing to be physically present.

Before providing telemedicine remotely, providers must agree to the following to ensure a safe and professional experience for both patient and provider.

- ☐ I will maintain a private environment during treatment to maintain patient confidentiality and ensure that treatment interactions are not overheard.
- ☐ I agree to only use devices for telemedicine that are running up-to-date, regularly patched operating systems.
- ☐ I agree to use anti-virus software and keep it up to date with the most recent virus definitions.

Health Provider/ Student Signature

Date

Print Name

Appendix IX: Student Emergency Contact Form

Student Name

Student Email

Address (Street Address, City, State, ZIP Code)

Phone Number

In the event of an emergency, please list the name and telephone number of the individual you would like us to contact. It is also YOUR responsibility to update the OT Program Administrative Assistant if there are changes

Contact Name

Contact Email

Address (Street Address, City, State, ZIP code)

Work Phone Number

Cell Phone Number

Appendix X: New Student eValue Login & Document Upload Instructions

You will receive an email from e-value@e-value.net

Please be sure to check your junk/spam email

This email will include a link to the eValue website login in page.

It will also include your log in information and password.

The email will look something like this but with your individualized log in and password:

** This message is being sent on behalf of Riannon Shelley from e-value.net. Please ensure that replies are sent to riannonshelley@missouristate.edu or to the person listed below. **

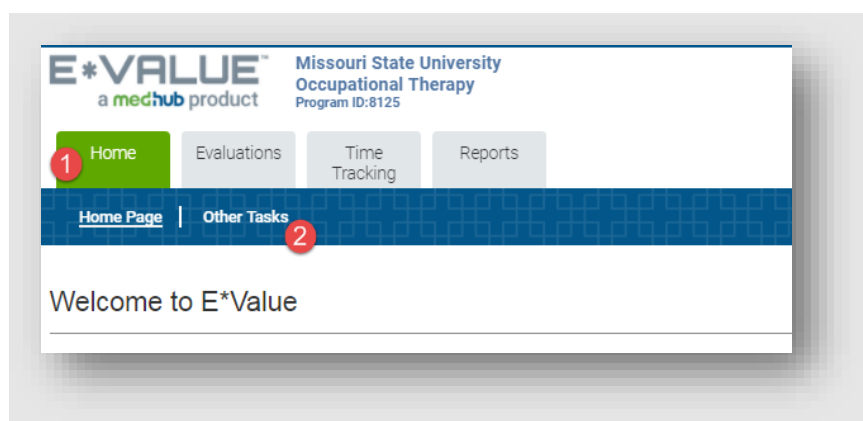
Your Login Name is: O^tste

Your Password is: O4592^Test

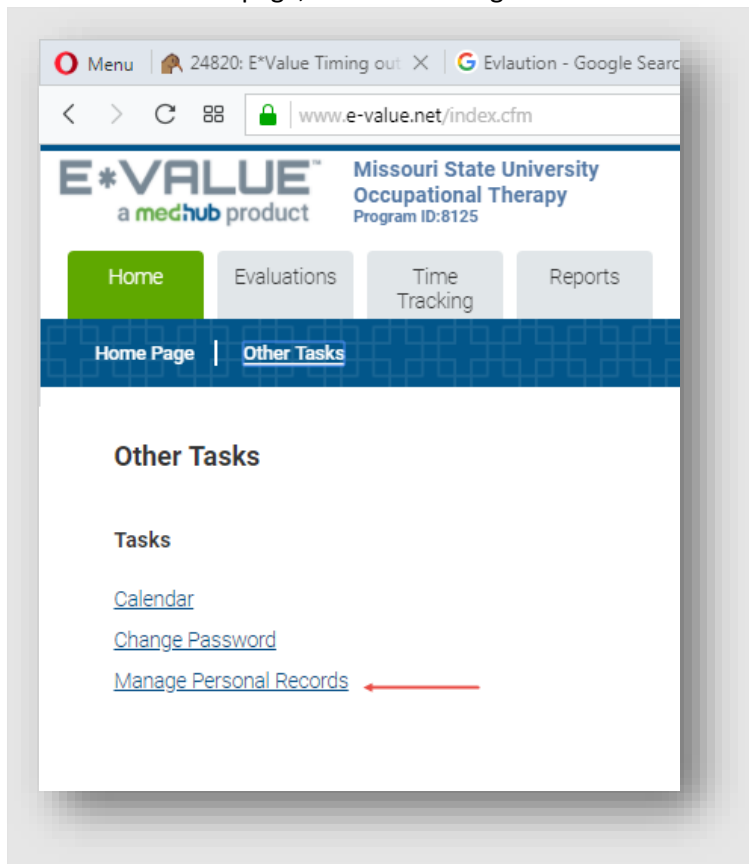
How to Upload Personal Records Documents into eValue

Login to eValue

Go to the Home Tab, then click on "Other Tasks"

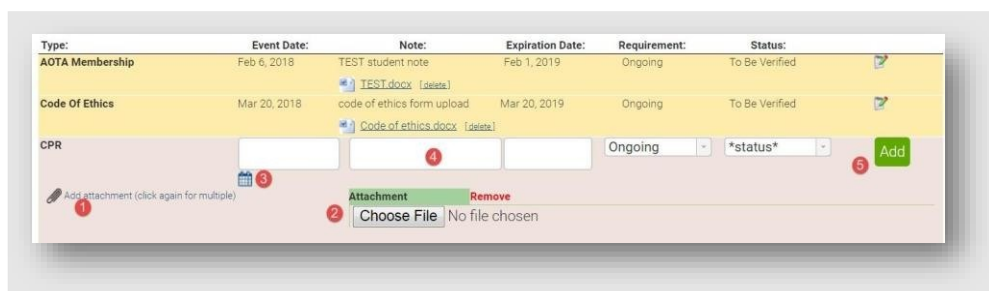


On the Other Tasks page, click on “Manage Personal Rec



On the Manage Personal Records screen, upload your documents using the following steps:

- Click Add Attachment
- Click Choose file to find and upload the document from your computer
- Enter the Event Date (today’s date)
- Enter notes (optional)
- Click on the green “Add” button at the end of each row to save the document
- Repeat for each document



Before uploading your documents, please see the list of OT MSU Document/Program Requirement Descriptions on the eValue Home Page for specific requirement instructions.

APPENDIX XI: Academic Probation Remediation Plan and Learning Contract (Example)



SCHOOL of HEALTH
CARE PROFESSIONS
Occupational Therapy

Student Name: _____

Date: _____

Advisor Name: _____

Reason(s) for Academic Probation: _____

Remediation Approach (check one): ☐ Course Repetition ☐ Individualized Remediation Plan/Learning Contract

In developing this Remediation Plan and Learning Contract, please note the following:

- The student's Academic Advisor, Program Director(s), and applicable faculty have been advised on this matter and are in agreement with the plan. The plan may also be reviewed and/or amended by the School Director, Associate Dean, or Dean of the McQueary College of Health and Human Services.
- The plan will be reviewed verbally and in writing. A signed copy of this plan will be provided to the student. The original signed copy will remain with the Program Director.
- At the end of the remediation/probationary period (one qualifying semester/up to 15 weeks), the Program Director may inform the School Director and/or Dean's office of the outcome of the remediation.

Administrators and faculty within the Occupational Therapy Program at Missouri State University recognize students may experience academic difficulties during their graduate school experience. Educational remediation is "the act of providing a remedy to a problem or a process to correct an academic fault or deficiency" (Maize et al., 2010, p. 25). The goal of the remediation plan and learning contract is to support the student while maintaining the high academic standards expected by both the University and the profession of occupational therapy. Self-directed and meaningful goal setting is paramount to adult learning; thus, it is the student's responsibility to co-construct the learning contract in concert with the academic advisor. Once established, failure to complete any aspect of the plan will result in the consequences set forth in the OT Student Handbook to include dismissal from the OT Program. Probation is removed if a student earns a "pass" in all Pass/Not Pass coursework; does not exceed a cumulative total of 9 semester hours of "C"; maintains a GPA of 3.00 or higher.

Academic Probation Remediation Plan – SWOT Analysis

Academic Advisor: Using the Professional Identity Evaluation (PIE Tool) and past academic coursework/experience as support, please note the student's strengths, weaknesses, and opportunities and threats to future academic success:

SWOT	
S	W
O	T

Proposed SWOT Action Items

Academic Probation Learning Contract

What are you going to learn? (Objectives)	How are you going to learn it? (Resources and Strategies)	How are you going to prove you learned it? (Verification)	How are you going to know that you learned it? (Evidence)	Target date for completion
How do you intend to maintain and/or build upon knowledge acquired in previous OTE coursework?				
What areas of strength and challenge will you contribute to a new cohort of classmates?				

Advisor Notes and/or Feedback

--

I have reviewed and find acceptable the above learning contract.

Student Name and Signature: _____

Advisor Signature: _____

Program Director Signature: _____

Maize, D. F., Fuller, S. H., Hritcko, P. M., Matsumoto, R. R., Soltis, D. A., Taheri, R. R., & Duncan, W. (2010). A review of remediation programs in pharmacy and other health professions. *American Journal of Pharmaceutical Education*, 74(2), 25.

APPENDIX XII: Professionalism Probation and Remediation Plan (Example)



SCHOOL of HEALTH
CARE PROFESSIONS
Occupational Therapy

Student Name: _____

Date: _____

Reason(s) for Probation and Remediation: Professionalism

Remediation Approach: Remediation Plan

In developing this Remediation Plan, please note the following:

- The student's Academic Advisor, Program Director(s), and applicable faculty have been advised on this matter and are in agreement with the plan. The plan may also be reviewed and/or amended by the School Director, Associate Dean, or Dean of the McQueary College of Health and Human Services.
- The plan will be reviewed verbally and in writing. A signed copy of this plan will be provided to the student. The original signed copy will remain with the Program Director.
- At the end of the remediation/probationary period, the Program Director may inform the School Director and/or Dean's office of the outcome of the remediation.

Academic Advisor:	
Remediation Supervisor: (PD)	
Remediation Mentors: (faculty volunteer and/or advisor)	

Administrators and faculty within the Occupational Therapy (OT) Program at Missouri State University recognize students may experience professionalism or academic integrity difficulties during their graduate school experience. The goal of remediation is to support the student while maintaining the high standards expected by both the University, the OT Program, and the profession of occupational therapy. As part of this process, self-directed and meaningful goal setting is paramount to adult learning; thus, it is in the student's best interest to co-construct the remediation plan with the academic advisor and other key faculty. Once established, failure to complete any aspect of the plan will result in the consequences set forth in the OT Student Handbook to include dismissal from the OT Program.

Students have one qualifying semester to adequately meet the requirements of the remediation plan. If it is deemed by pertinent OT faculty that the student has not met the requirements of the remediation plan, the student may be dismissed from the program. Students violating any of the ethical or professional standards described herein may also be dismissed from the program with no option for probation or second remediation.

Reason for Initiating the Plan:

Difficulty developing and/or meeting professionalism or academic integrity standards and expectations as described in the OT Student Handbook, the American Occupational Therapy Association's 2025 Code of Ethics, the OT Program's Professional Identity Evaluation (PIE Tool) criteria, and/or violations of MSU's [Code of Student Rights and Responsibilities](#) and/or Academic Integrity Policies. Therefore, the following concerns related to this student's professional and/or academic development must be addressed:

OT STUDENT HANDBOOK

General criteria, currently applicable	Demonstrated student behaviors	Code of Ethics infractions, PIE criterion, and/or University Policy
<i>Example: Academic Integrity/Theft of Intellectual Property</i>	<i>Example: Posting the instructor's copyrighted quiz material on Quizlet</i>	<i>Example: MSU Academic Integrity definitions AOTA Code of Ethics violation: Fidelity</i>

Plan:

Action Item(s)	Due Date(s)
1.	
2.	
3.	
4.	

Learning Outcomes:

1. Successful completion of this remediation plan by the assigned due date will result in the student being removed from Probation.
2. In the event that the student has not shown significant improvement as evidenced by the remediation plan, has not completed the remediation plan by the due date, or the ethical and/or concerns have arisen or continued after the student successfully completed a remediation plan, the OT Program Director will decide if dismissal, or other action is recommended per the OT Handbook.

I have reviewed and find acceptable the above learning contract.

Student printed name, signature, and date

Academic Advisor signature and date

Remediation Mentor signature and date

Remediation Supervisor (PD) signature and date