

Indiana State University
College of Health and Human Services
Department of Applied Medicine and Rehabilitation
M.S. Occupational Therapy
Admission Policy

Petition of Admission Policy

Policy: The overall goal of the admission policy is to select candidates who will be able to meet the rigors of the academic program. The recommendations were written to address “typical” student situations. We recognize that other situations may prepare the student for admission. The petition policy will address those situations. Typical petitions may include advanced placement in prerequisite courses; courses that do not meet equivalency tables established by Indiana State University. Personal and Professional experience may be petitioned.

Procedure:

1. The applicant will complete an online petition request.
 - a. For Pre-requisite and advanced placement course work please follow the instructions on the Pre-requisite coursework petition form. (<http://www.indstate.edu/health/sites/health.indstate.edu/files/amr-ot-admission-course-equivalency.docx>)
 - b. For other petitions, please write a letter addressed to
OT Admissions Coordinator
Sycamore Center for Health and Wellness
Department of Applied Medicine and Rehabilitation
Indiana State University
Terre Haute, IN 47809.
Letter must include:
 - i. Specific request identifying the admissions requirement being petitioned
 - ii. Concise description regarding rationale for the request
 - iii. Include supplemental information
 - c. Once the petition has been received, The OT Admissions Coordinator will forward the petition to the OT Admission’s committee for review and recommendation.
 - i. The Admission Committee may
 1. Request additional information
 2. Discuss petition with University Officials, Program Director, and the OT Faculty
 3. Make recommendations regarding the request and forward to Program Director for the final decision.
 - ii. OT Admissions Coordinator will notify applicant of the decision by USPS.