

EAST ARKANSAS COMMUNITY COLLEGE

ASSOCIATE OF APPLIED SCIENCE OCCUPATIONAL THERAPY ASSISTANT PROGRAM



INFORMATION PACKET

Pending Developing Program Status being granted by ACOTE (Accreditation Council for Occupational Therapy Education), we anticipate admitting the first class in 2012.

Published and issued annually by
East Arkansas Community College
Department of Allied Health Science
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ATTENTION

The East Arkansas Community College's Associate of Applied Science Occupational Therapy Assistant Program *Information Packet* presents the program and requirements in effect at the time of publication but is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students and prospective students affected by any changes. This Information Packet is not intended to state contractual terms and does not constitute a contract between the student or prospective students and the school.

East Arkansas Community College's Associate of Applied Science Occupational Therapy Assistant Program reserves the right to make changes as required in course offerings, curricula, academic policies, and other rules and regulations affecting students to be effective whenever determined by the School. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

Accreditation Status and National Certification Examination

The occupational therapy assistant program has applied for accreditation and has been granted Developing Program Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. ACOTE's telephone number c/o AOTA is (310) 652-AOTA. Once accreditation of the program has been obtained, its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most 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 graduates' ability to sit for the NBCOT certification examination or attain state licensure.

Criminal Background Checks for Clinical

Clinical sites are now requiring criminal background checks and drug screens before students are allowed to come for the clinical rotation. Therefore, students will be required to obtain these and present the results to the facility. The student will be responsible for the cost. The clinical facility will be responsible for accepting or declining students based on the results of the criminal background checks and drug screens.

If the clinical facility refuses a student based on criminal background checks and/or drug screening results, the College will seek, if possible, to find another facility for the student's clinical experience. The corresponding clinical component for each class is mandatory. If the student is unable to fulfill the clinical requirement, the student will be dropped from the program.

DESCRIPTION OF THE PROGRAM

East Arkansas Community College offers an Associate of Applied Science in Occupational Therapy Assistant. Once accepted, the program is 2 years in length (5 terms) based on full time enrollment, exclusive of vacation time.

PROGRAM EFFECTIVENESS

Graduation Rates
New Program; No Data

Certification Pass Rates
New Program: No Data

Job Placement Rate
New Program; No Data

NONDISCRIMINATION POLICY

East Arkansas Community College's Associate of Applied Science Occupational Therapy Assistant Program does not discriminate against any applicant/student and adheres to the College's Equal Opportunity, Affirmative Action, Non-discrimination policy. East Arkansas Community College is committed to provide equal opportunity through its employment practices, educational programs, admissions policies, scholarship and loan programs, and services it offer to the community. The College will make personnel decision and offer programs that will foster educational opportunities without regard to race, color, national origin, age sex or disability of qualified handicapped persons.

Occupational Therapy Assistant Program Mission Statement

The purpose of the occupational therapy assistant program is to inherently provide and enhance educational excellence through a solid academic and clinical curriculum. Upon completion of the curriculum the individual will easily transition into the health care environment with competent clinical skills. The OTA program also supports cultural enrichment by providing an environment that fosters the belief that every individual is worthy of dignity and respect. The overall goal of the OTA program at EACC is to yield competent, ethical, and compassionate occupational therapy assistants for benefit of society and the profession of occupational therapy.

PHILOSOPHY

The Occupational Therapy Assistant program is an integral part of East Arkansas Community College and functions within the framework of the College Mission. The program prepares the graduate who, upon successful completion of the A.A.S. degree may take the National Board for Certification in Occupational Therapy Assistant (NBCOTA). The Occupational Therapy Assistant contributes to improving independence and quality of life for the citizens of Eastern Arkansas. The Program promotes economic development by preparing the graduate to work with the interdisciplinary health care team to care for individuals or groups of people of all ages in a variety of settings concerned with impairment, loss of activity or ability to participate fully in meaningful occupations secondary to genetic disorders, chronic conditions, illness, accidents, mental impairment, or social conditions such as poverty and violence.

The faculty of East Arkansas Community College Occupational Therapy Assistant Program believes every individual is worthy of dignity and respect and has the right to receive appropriate occupational therapy principles and interventions that meet the standards of the profession.

Teaching/learning is an active reciprocal process, which involves the teacher and learner. This process is directed toward achievement of desired competencies. Teaching/learning facilitates the application of knowledge and provides an environment that enhances mutual trust, motivation, creativity, critical thinking and clinical decision making. Learning is a continuous life-long process. The student's personal and professional growth is enhanced by assuming responsibility and accountability for the acquisition of

knowledge and skills. The assessment of outcomes is used to determine student progress and to assist in program improvement.

Occupational Therapy is defined as care to assist people facing challenges in everyday life. Through guided and goal-directed participation in occupations of leisure, work and activities of daily living, individuals can realize their potential and restore their ability to engage in productive and meaningful living. The occupational therapy assistant incorporates knowledge and principles of biological science, social science, communications, mathematics and technologies, as well as experience gained with community and clinical fieldwork experiences to provide care within a legal and ethical framework.

Program Objectives

Upon completion of the program of study, the graduate is prepared to:

1. Incorporate knowledge and principles from the sciences and humanities into occupational therapy assistant practice.
2. Function as part of the interdisciplinary health care team in selected health care settings with culturally diverse clients, families and communities across the life span.
3. Communicate therapeutically and effectively with clients, families, significant others, and other health care providers.
4. Provide entry-level competence through a combination of academic and fieldwork education.
5. Be prepared to articulate and apply occupational therapy principles and intervention tools to achieve expected outcomes as related to occupation.
6. Practice within the legal and ethical framework of the standards of professional occupational therapy assistant.
7. Assume responsibility and accountability for seeking life-long learning opportunities for professional growth.

STUDENTS WITH DISABILITIES

Students with disabilities who wish accommodations should contact the Coordinator located in Office Building 1. The admissions procedures for the Office for Students with Disabilities are as follows:

1. Student must provide the Office for Students with Disabilities Coordinator with appropriate documentation giving evidence of a bonafide disability.
2. If necessary, the student will sign a release of information form to obtain documentation of disability.
3. Student will fill out an application for disabled student services.
4. The Office for Students with Disabilities Coordinator will evaluate the needs of the student and inform him/her of accommodations, which will be provided.
5. The Student with Disabilities Coordinator will inform instructor, Student Support Services, or other College personnel as appropriate for necessary accommodations.

ABILITIES REQUIREMENT POLICY

In order to achieve the occupational therapy assistant curriculum objectives, a student must be able to:

1. Physically tolerate an 8-12 hour work day at a pace conducive to safe and effective occupational therapy assistant practice.
2. Stand and/or walk for prolonged periods of time in a clinical setting.
3. Walk up 2 flights of stairs and down 3 flights of stairs.

4. Lift and transfer patients to accomplish bed, chair, and wheelchair transfers.
5. Lift at least 50 pounds using appropriate body mechanics.
6. Respond and react immediately to auditory instructions, requests, and/or monitor equipment.
7. Perform close and distance visual activities involving objects, paperwork, people, as well as, discriminate depth and color perception.
8. Discriminate between sharp/dull and hot/cold when using hands.
9. Perform fine and gross motor movements with upper and lower extremities.
10. Communicate effectively, both orally and in writing.
11. Make appropriate decisions quickly and under stressful situations.
12. React in a calm and courteous manner when encountering hostile situations.
13. Perform multiple tasks simultaneously in order of priority.

PLACEMENT ASSISTANCE

In the spring semester of each academic year, recruiters from various facilities within the surrounding area come to recruit the senior occupational therapy assistant students.

RECRUITMENT POLICY

East Arkansas Community College, Associate of Applied Science Occupational Therapy Assistant Program recruits its students from within a culturally diverse community and seeks to reach traditional and non-traditional students, male and female, in a variety of age groups. The East Arkansas Community College's Associate of Applied Science Occupational Therapy Assistant Program conducts activities to attract prospective students in the private and public sector of education, as well as, in the general public.

ADMISSION REQUIREMENTS

To be eligible for admission, the applicant must:

1. Be admitted to East Arkansas Community College (see current East Arkansas Community College Catalog for application and admission procedure.)
2. Complete any required College developmental courses.
3. Complete all prerequisites with a minimum grade of "C" by the deadline. (Science and math courses must be no older than 5 years.)
4. Have a 2.50 grade point average (GPA) on Occupational Therapy Assistant Pre-requisites by the deadline.
5. Take the Pre-Entrance Examinations (Total cost \$60.00). **Fee is non-refundable.** The Pre-Entrance Examinations are provided by Assessment Technologies, Inc. and **may be taken only once per academic year.** These are timed computerized tests.
 - a. **Critical Thinking Pre-Entrance Examination**
The Critical Thinking Entrance Examination is a non-occupational therapy assistant assessment given to assess the student's ability to use the phases of the critical thinking process. The entrance examination is administered to applicants by computer on the campus of EACC. All exams are proctored. The applicant must register for this exam in the Allied Health Science Department and pay the fee at the cashier's office. The fee must be paid in advance of registering for the exam.
 - b. **HOBET**
The Health Occupations Basic Entrance Test (HOBET®) measures basic essential skills in the academic content area domains of reading, mathematics, science and English and language usage. The test is intended for use with adult allied health program applicant populations. (www.atalliedhealth.com)
6. Students who were previously enrolled in any Occupational Therapy Assistant Program or Allied Health Program at any institution and withdrew from ("W") or received a "D" or "F" in any two occupational therapy assistant or allied health courses or who twice withdrew ("W") or received

“D” or “F” in any occupational therapy assistant or allied health course may seek admission to the Associate of Applied Science Occupational Therapy Assistant Program only after a period of four years from the first admission to a previous Occupational Therapy Assistant Program or other Allied Health Program. Students must meet all current admission requirements and begin in Term I of the program.

APPLICATION PROCESS

All applicants must:

1. Submit an Occupational Therapy Assistant Application to the Department of Allied Health Science. Applicants who misrepresent/omit information from the application form become ineligible for admission or subject to dismissal after admission have been granted.
2. Request official transcript(s) to be mailed to both the Registrar’s Office and the Occupational Therapy Assistant Program.

A. Registrar’s Office

East Arkansas Community College
1700 Newcastle Road, Forrest City, AR, 72335

B. Department of Allied Health Science

East Arkansas Community College
Occupational Therapy Assistant Program
1700 Newcastle Road, Forrest City, AR, 72335

Transcripts must be sent from any college, university, vocational/technical, and/or any other school(s) attended beyond high school or completion of a GED.

Note: Each transcript must be sent even if grades are recorded on another transcript.

All transcripts must be mailed directly from the institution(s) to be considered official.

All requested transcripts/information must be received by the application deadline.

3. Submit the score of the Critical Thinking and the HOBET Pre-Entrance Examinations to the Department of Allied Health Science.
4. Complete 10 observational hours .

APPLICATION DEADLINE

Anticipate admission in 2012. Deadline for application to be announced.

APPLICATION REVIEW/NOTIFICATION

Applicants whose files are completed by the deadline will be considered by the Restricted Enrollment Committee for admission to the occupational therapy assistant program. Notification of the committee’s action will be made one month after the deadline date. Meeting all criteria and submitting an application does not guarantee admission into the Occupational Therapy Assistant Program. The number of students admitted will vary according to resources and space available. There is no provisional acceptance for applicants not meeting the minimum requirements. East Arkansas Community College’s Associate of Applied Science an Occupational Therapy Assistant Program does not maintain a waiting list for students who meet the minimum requirements, but who are not offered admission.

ACCEPTANCE

Once an applicant has been accepted to East Arkansas Community College's Associate of Applied Science Occupational Therapy Assistant Program, the candidate must:

1. Accept in writing by the date indicated on the acceptance letter.
2. Obtain CPR certification. Certification **must be** American Heart Association Healthcare Provider and include Adult, Child, Infant, Conscious, Unconscious, and Choking. Certification must be obtained prior to registration and must remain current for the entire program of study.
3. Have the following required immunizations with statement of proof:
 - a. Hepatitis B (The first shot in a series of three must be completed prior to registration or a waiver must be signed. Shots #2 and #3 must be completed as prescribed.)
 - b. Tetanus (Must be within the last 10 years)
 - c. Measles, Mumps, Rubella (MMR)
 - d. Tuberculin Test (TB). Proof of a current, negative TB skin test (within the last 12 months) or a negative chest x-ray is a requirement for registration.
4. Submit proof of health insurance.
5. Complete Criminal Background Check and Drug Screening process.

CREDIT BY EXAMINATION OR EXPERIENCE

Students who possess knowledge for certain courses offered by the College may petition for credit by examination or experience. Credit may be earned by passing a comprehensive test prepared by either a commercial testing service (i.e. CLEP) or the Department of the College in which the credit is to be awarded. Credit for courses offered by EACC may also be granted upon related work experience. A maximum of 12 semester hours of college credit can be awarded through examination, experience or a combination of the two. Please see College Catalog for further information.

TRANSFER STUDENT POLICY

Students withdrawing receiving ("W) or failing ("D" or "F") the same Occupational Therapy Assistant course twice or two separate Occupational Therapy Assistant courses may seek admission to the Associate of Applied Science Occupational Therapy Assistant Program after a period of four years from the first admission to a previous Occupational Therapy Assistant Program. Students must meet all current admission requirements and begin in Term I. Transfers are on space availability after meeting all other transfer requirements.

Transfer Requirements

To transfer into the Occupational Therapy Assistant Program, the student must:

1. Meet all current admission and transfer requirements for East Arkansas Community College (see current College Catalog for requirements). Students on academic suspension from another institution will be eligible for admission only after having remained out of school for one semester (not including a summer term) or being eligible to return to the previous institution.
2. Meet all current an Occupational Therapy Assistant Program admission requirements.
3. Successfully complete a skills competency check-off with 90% accuracy. Skills list will be provided. Student will have one opportunity to successfully complete skills competencies.

Transfer Student Application Deadlines

Deadline to apply and meet all Transfer Requirements for is October 1st or May 31st, depending on semester in which transfer is requested.

Transfer Student Application Review/Selection/Notification

The transfer student whose file is completed by the deadline will be considered by the Restricted Enrollment Committee for admission into the Occupational Therapy Assistant Program. Notification of the Committee's action will be made by letter one month after the transfer application deadline. There is no provisional acceptance for applications not meeting the minimum requirements. East Arkansas Community College's an Occupational Therapy Assistant Program does not maintain a waiting list for students who meet the minimum requirements, but who are not offered admission. Admission is contingent on space availability.

**Associate of Applied Science Occupational Therapy Assistant Program
Curriculum Plan**

Pre-requisites	Semester
Hours	
BIO 2114 4	Anatomy and Physiology I 4
BIO 2134 4	Anatomy and Physiology II 4
BIO 2304	Kinesiology 4
BUS 1603	Computer Fundamentals 3
ENG 1013	English Composition I 3
ENG 1023	English Composition II 3
HSC 1002 2	Introduction to Occupational Therapy 2
MTH 1113	College Algebra 3
PSY 1003	General Psychology 3
PSY 2003	Developmental Psychology 3
PSY 2063 3	Abnormal Psychology 3
SOC 1013	Introduction to Sociology 3
Total	38

Occupational Therapy Assistant Curriculum First Year

Term I (Fall)

OTA 1013 3	Occupational Therapy Skills I 3
OTA 1012	Therapeutic Activities I 2
OTA 1022	Functional Anatomy <u>2</u>
Total	7

Term II (Spring)

OTA 1123 3	Occupational Therapy Skills II 3
OTA 1032	Therapeutic Activities II 2
OTA 1124 4	Psychosocial Issues and OT Interventions 4
OTA 1120 <u>0</u>	Practicum I Fieldwork-Level I <u>0</u>
Total	9

Occupational Therapy Assistant Curriculum Second Year

Term III (Summer I)

OTA	2014	Physical Disabilities and OT Interventions	
			4
OTA	2010	Practicum II Fieldwork-Level I	
			<u>0</u>
Total			4

Term III (Summer II)

OTA	2013	Occupational Therapy Skills III	
			3
Total			3

Term IV (Fall)

OTA	2124	Pediatric Issues and OT Interventions	
			4
OTA	2120	Practicum III Fieldwork-Level I	
			0
OTA	2202	Seminar in Occupational Therapy Assistant	
			<u>2</u>
Total			6

Term V (Spring)

OTA	2246	Practicum IV Fieldwork-Level II A	
			6
OTA	2256	Practicum V Fieldwork-Level II B	
			<u>6</u>
Total			12

Total Credit Hours - Pre-requisites	
38	Total Credit Hours -
Occupational Therapy Assistant	41

Total Program Hours

79

“Students must complete Level II fieldwork within 18 months following completion of the didactic portion of the program.”

CLOCK HOUR DEFINED

The clock hour is the basis for the unit of instruction. A clock hour is defined as a fifty-minute period. A credit hour is equivalent to one clock hour of classroom study or three hours of clinical practice per week.

HOURS OF COMMITMENT

The minimum hours of commitment for students will be approximately forty (40) hours per week.

COSTS OTHER THAN TUITION (APPROXIMATE COSTS)

All costs are approximate and subject to change. All East Arkansas Community College students pay the same tuition rates subject to residency status as published in the Tuition and Fees section of the current East Arkansas Community College Catalog.

The following are approximate costs other than tuition for the Occupational Therapy Assistant Program by Term. These costs are approximate and may change.

Costs Other Than Tuition

Expense	Term I	Term II	Term III	Term IV	Term V
Textbooks	~\$250	~\$250	~\$100	~\$300	~\$200
Assessment Fee	\$100				\$100
Malpractice Insurance	\$50	X	X	\$50	X
Uniforms/etc	~\$150	X	X	X	X
Health Insurance	varies	varies	varies	varies	varies
Criminal Background & Drug Screen for Clinical	~\$150	X	X	X	X
Travel/Parking Fees for Clinical	~\$350	~\$350	~\$350	~\$350	~\$350
CPR Certification	~\$35	X	X	X	X
Immunization Requirements	~\$250	X	X	X	X
Examination Application Fee	X	X	X	X	\$520
Matriculation Fee	\$50	X	X	X	X

X = No cost during that term

~ = Approximate

FINANCIAL AID PROGRAMS

The Financial Aid Office at East Arkansas Community College seeks to provide financial assistance to any student who, without such support, could not attend the College. A comprehensive program of financial aid in the form of scholarships, loans, grants, and jobs is provided to qualifying students. (See current East Arkansas Community College Catalog for more information or the Financial Aid Office in the Betty Jo Hodges Building.)

CPR CERTIFICATION

Obtain CPR certification. Certification **must be** American Heart Association Healthcare Provider and include Adult, Child, Infant, Conscious, Unconscious, and Choking victims. Certification must be obtained prior to registration and must remain current for the entire program of study.

GRADING SYSTEM

The grading policy for all an occupational therapy assistant (OTA) courses is as follows:

1. The grading scale of all occupational therapy assistant (OTA) courses is:
 - A – 92-100
 - B – 84-91
 - C – 78-83
 - D – 71-77
 - F – 70 and below
2. The minimum score to pass any occupational therapy assistant course is 78. Fractional parts of numerical grades will be rounded off to the nearest whole number according to mathematical principles (i.e. 77.5 will become 78).
3. Both a minimum average of 78 in theory and a satisfactory in clinical/campus lab required activities and assignments are required in order to pass any occupational therapy assistant course. A satisfactory means that a student has achieved a minimum of 90% of all behaviors in clinical.
4. Failure of occupational therapy assistant course (theory, clinical or both) will result in the student repeating both theory and clinical components.
5. Students will be given a computerized average of their grade after each exam so that there will be no question as to their academic standing.

TRANSPORTATION

Students are responsible for their own transportation to class, clinical settings, and any other function connected with the Occupational Therapy Assistant Program.

BOOKSTORE

Students may purchase occupational therapy assistant course textbooks from the bookstore at East Arkansas Community College. Phone Number (870) 633-4480 ext. 307.

RETENTION/PROGRESSION POLICY

To be allowed to remain or progress in the Associate of Applied Science Occupational Therapy Assistant Program, the student must:

1. Adhere to EACC and Occupational Therapy Assistant Program policies.
2. Earn a grade of “C” or better in all required general education courses.
3. Earn a grade of “C” or better in all Occupational Therapy Assistant Program theory courses to progress to the next term.
4. Students failing or withdrawing from an Occupational Therapy Assistant course can only reenroll in that course once.
5. Receive satisfactory performance rating in all occupational therapy assistant clinical courses. If the

clinical facility refuses a student based on criminal background checks and/or drug screen, the college will seek, if possible, to find another facility for the student's clinical experience. The corresponding clinical component for each class is mandatory. If the student is unable to fulfill the clinical requirement, the student will be dropped from the programs.

6. Adhere to the attendance and punctuality policies of East Arkansas Community College and the Occupational Therapy Assistant Program (classroom, clinical, and lab).
7. Maintain current certification in CPR (American Heart Association Healthcare Provider), malpractice insurance and personal health insurance while in the occupational therapy assistant program. Proof of health insurance and current CPR must be submitted at beginning of fall semester or upon readmission. Failure to do so may result in placing a hold on grades and registration and/or dismissal from the occupational therapy assistant program.
8. Complete the Occupational Therapy Assistant program within a period of 4 years from time of entry into the first Occupational Therapy Assistant course.

READMISSION POLICY

1. The student seeking readmission must reapply to East Arkansas Community College's Associate of Applied Science Occupational Therapy Assistant Program.
2. The student seeking readmission must meet all current criteria for admission, retention and progression in the Occupational Therapy Assistant Program as outlined in the East Arkansas Community College Catalog.
3. Readmission is based upon space availability.
4. Any student who is denied clinical access for justifiable causes by the clinical facility will not be eligible for readmission in East Arkansas Community College's Associate of Applied Science Occupational Therapy Assistant Program.
5. Any student who has been dismissed from the Occupational Therapy Assistant Program with a grade of "D", "F", or "W" (Withdrawn) from the same course twice or two separate Occupational Therapy Assistant courses may seek readmission after a period of four years from the first admission to the Occupational Therapy Assistant Program. However, students must meet all current admission requirements.

GRADUATION POLICY

The Occupational Therapy Assistant Program subscribes to East Arkansas Community College's requirements for graduation (see current College Catalog for graduation information).

WITHDRAWAL POLICY

Students who no longer wish to be enrolled in the Occupational Therapy Assistant Program must follow the Withdrawal Policies set forth in the current East Arkansas Community College Catalog.

DISMISSAL POLICY

Violation of classroom or clinical policies and procedures or personal misconduct will result in disciplinary actions and can result in immediate dismissal from the Occupational Therapy Assistant Program and the College. Actions subject to discipline include, but are not limited to: conduct dangerous to others, disorderly conduct, disruption of teaching in classroom or clinical settings, misuse of or damages to property, misuse of documents or identification cards or violations of state or federal laws. See also the Student Misconduct Policies and Procedure in the College Catalog. Procedures for disciplinary action and/or dismissal from the Occupational Therapy Assistant Program and appeal procedures are listed in the Occupational Therapy Assistant Student Handbook.

Any student failing (grade “D” or “F”) or Withdrawing from the same course twice or two separate Occupational Therapy Assistant Program courses will be dismissed from the Occupational Therapy Assistant Program. The student may seek readmission according to the Readmission Policy.

Students dismissed from the Occupational Therapy Assistant Program for disciplinary reasons, as outlined in the Occupational Therapy Assistant Program Student Handbook, will be ineligible for readmission into the East Arkansas Community College’s Occupational Therapy Assistant Program.

Students must maintain current certification in CPR (American Heart Association Healthcare Provider), malpractice, and health insurance for the entire program of study. Failure to do so may result in placing a hold on grades and registration and/or dismissal from the occupational therapy assistant program.

ACADEMIC GRIEVANCE PROCEDURE

The Occupational Therapy Assistant Program subscribes to East Arkansas Community College academic grievance procedure. Recognizing that both students and faculty have rights regarding academic matters, East Arkansas Community College sets forth an academic grievance procedure.

The procedure serves the purpose of:

1. Providing the student with redress and due process.
2. Protecting faculty rights in freedom of instruction.
3. Providing a mechanism for problem solving.
4. Achieving an equitable resolution of the grievance as quickly as possible.

The following steps are to be followed regarding student academic grievance:

1. The student meets with the faculty member regarding any problem. The student and faculty member should discuss the problem thoroughly and attempt to reach an agreement.
2. If an agreement cannot be reached between the students and faculty member, the appropriate division chairperson is contacted by the student. The student, faculty member, and the division chairperson are to meet together to thoroughly discuss the problem and attempt to attain a solution.
3. If a solution is not reached, the student may formalize the grievance by putting it in writing, including conditions giving rise to the grievance, names of parties involved, and the remedy requested. The written grievance is submitted to the Vice President for Academic Affairs. The Vice President first determines if previous steps in the process have been followed by the student and explains to the student the remaining steps in the process. The Vice President notifies the faculty member and the respective division chairperson that a grievance has been filed and supplies a copy of the written grievance to the faculty member and the respective division chairperson. The issues of the grievance are thoroughly discussed in an attempt to reach an understanding and agreement. Within 48 hours (excluding holidays/weekends) after receiving the student’s written grievance the Vice President for Academic Affairs will render a decision.
4. If an agreement is not reached, the student may contact the chairperson of the Academic Grievance Committee. The Academic Grievance Committee will be composed of one division chairperson, two faculty members, one student, and one student affairs staff member, Division chairperson, instructors, or students who are parties in the grievance may not serve as members of the Committee. The Committee is a standing committee, members of which shall be appointed by the College president at the beginning of each academic year. The President shall also appoint a corresponding set of alternate members. The Committee will meet to review all relevant information regarding the grievance. Witnesses may be called as needed. Only the student and faculty member involved are to be present during the committee hearing; however, if witnesses are to be called by the parties the Committee chairperson must be notified 24 hours prior to the hearing. The Committee renders a written decision,

including its findings and recommendations within 48 hours of the hearing (excluding holidays and weekends).

5. The student or instructor may request a procedural review by the College President. The original grievance and final report of the Academic Grievance committee are submitted to the College president who reviews the information submitted. Within 48 hours (excluding holidays and weekends) after the President receives the information, the President will render a decision regarding the Committee's adherence to College and committee policy and procedure based on the written information submitted.
6. The President has the option to remand the Committee's findings to the Committee for further consideration.
7. The Grievance procedure must be initiated and completed prior to the end of the term succeeding the term in which the incident occurred (excluding summer terms).

OBSERVATION FORM
Associate of Applied Science Occupational Therapy Assistant Program
East Arkansas Community College
(870) 633-4480, Ext. 265

Prospective students are required to complete ten (10) hours of observation in a facility that provides occupational therapy to clients/patients. Documented hours of observation should occur under certified/licensed occupational therapist or an occupational therapy assistant. The Clinical Observation Form must be completed and signed by the certified/licensed occupational therapist or an occupational therapy assistant. This form is to be submitted to the Allied Health Science Department as part of the application process. If this form is not completed, the prospective student's file will be incomplete and will not be considered for the program.

When observing in the clinical setting, the following dress items should not be worn: Flip-flops or any open-toed shoes, t-shirts, shorts, warm-up suits, or jeans. NO piercings or tattoos should be visible. All clothing must be clean and pressed. Any question as to appropriate attire or whether a clinical observation setting is acceptable should be directed to the OTA Program Director at East Arkansas Community College BEFORE the observation takes place.

Student Name: _____ **Student ID:** _____

FACILITY	DATE	NUMBER OF HOURS OBSERVED	SIGNATURE OF OT/COTA

Areas of observation and comments:

**East Arkansas Community College
Allied Health Science Department
Entrance Exam Form**

Applicant's Name: _____
(Please Print)

Student ID Number: _____

Instructions:

1. Complete this form and submit to EACC Cashier (located in the EACC Student Center) along with the appropriate payment for Entrance Exams.
2. Return this form, along with a copy of receipt, to the Department of Allied Health Science to schedule exam date(s). **Applicants will not be allowed to schedule or take Entrance Exams prior to providing proof of payment for Entrance Exam(s).**
3. **Exam Fees are not refundable.**
4. Please mark the program in which you wish to take the entrance test(s). If you are applying for more than one program, you do not need to pay for the ATI Critical Thinking Entrance Exam twice.

_____ **Nursing Program (Traditional)** (Total \$60)

- A. ATI Critical Thinking Entrance Exam
- B. PSB Entrance Exam

_____ **Nursing Program (LPN Accelerated Track)** (Total \$60)

- A. ATI Critical Thinking Entrance Exam
- B. PSB Entrance Exam

_____ **EMT- Paramedic Program** (Total \$30)

- A. ATI Critical Thinking Entrance Exam

_____ **Radiologic Technology Program** (Total \$30)

- A. ATI Critical Thinking Entrance Exam

_____ **Medical Assisting Technology Program** (Total \$30)

- A. ATI Critical Thinking Entrance Exam

_____ **Occupational Therapy Assistant Program** (Total \$60)

- A. ATI Critical Thinking Entrance Exam\
- B. HOBET Entrance Test