



Drake University Occupational Therapy Student Handbook

■ Updated January 2024

Table of Contents

| | |
|-----------------------------------------------------------------------------------------|----|
| <u>Introduction</u> | 1 |
| <u>Vision for the OT Department</u> | 1 |
| <u>OT Department Mission Statement</u> | 1 |
| <u>College of Pharmacy and Health Sciences Vision</u> | 1 |
| <u>College of Pharmacy and Health Sciences Mission</u> | 1 |
| <u>Disclaimer</u> | 1 |
| <u>Accreditation</u> | 2 |
| <u>Curricular Themes and Program Outcomes</u> | 2 |
| <u>OTD Curricular Themes</u> | 2 |
| <u>OTD Program Outcomes</u> | 2 |
| <u>University and College Academic Regulations</u> | 3 |
| <u>Attendance and Enrollment Validation</u> | 3 |
| <u>Transfer Credits</u> | 3 |
| <u>Credit/No Credit</u> | 3 |
| <u>Course Repeats</u> | 3 |
| <u>Credit by Examination/Advanced Placement</u> | 3 |
| <u>Credit Overload Request Procedure</u> | 4 |
| <u>Exception to Program Policy</u> | 4 |
| <u>Academic Honors</u> | 4 |
| <u>Degree Audits</u> | 5 |
| <u>Academic Probation/Suspension/Dropped Policy</u> | 5 |
| <u>Suspension Procedure</u> | 5 |
| <u>Academic Suspension Appeal</u> | 5 |
| <u>Re-enrollment Process following Suspension</u> | 6 |
| <u>Re-enrollment Policy following Academic Suspension</u> | 6 |
| <u>Re-enrollment Policy following Non-Academic Suspension/Dismissal</u> | 6 |
| <u>Additional Re-enrollment Documentation</u> | 7 |
| <u>Expectations following Suspension</u> | 7 |
| <u>Re-enrollment following Withdrawal for Medical Leave of Absence</u> | 7 |
| <u>CPHS Honor Code Policy</u> | 7 |
| <u>CPHS Chemical Dependency Policy</u> | 8 |
| <u>Chemical Drug Screens</u> | 8 |
| <u>Electronic Communications Policy</u> | 8 |
| <u>Laptop Computer Requirement</u> | 9 |
| <u>Social Media Guidelines</u> | 9 |
| <u>Nondiscrimination & Accessibility Policies</u> | 10 |
| <u>Change of Legal Name Policy</u> | 10 |
| <u>Graduation and Residency Requirements</u> | 11 |
| <u>OTD Program Policies</u> | 11 |
| <u>Admission to the Professional Program</u> | 11 |
| <u>Character Check</u> | 11 |
| <u>Criminal Background Checks</u> | 12 |
| <u>Course Registration</u> | 12 |
| <u>Withdrawal from Courses</u> | 13 |

| | |
|----------------------------------------------------------------------------------|----|
| <u>Course Prerequisites</u> | 12 |
| <u>HIPAA and CPR</u> | 12 |
| <u>Grading</u> | 13 |
| <u>Progression and Retention</u> | 14 |
| <u>Program and Fieldwork Requirements</u> | 14 |
| <u>Fieldwork</u> | 15 |
| <u>Doctoral Capstone</u> | 16 |
| <u>Student Performance Concerns</u> | 17 |
| <u>Attendance</u> | 17 |
| <u>Final Grade Appeal Policy</u> | 17 |
| <u>Dress Code</u> | 17 |
| <u>Research Opportunities</u> | 18 |
| <u>Authorship of Scholarship</u> | 18 |
| <u>Student Immunization Policy</u> | 18 |
| <u>Technical Standards for the OTD Program</u> | 18 |
| <u>OTD Student Safety Policy</u> | 20 |
| <u>General Guidelines</u> | 20 |
| <u>Evacuation</u> | 21 |
| <u>Student Services</u> | 21 |
| <u>Academic Advising</u> | 22 |
| <u>Office of Student Affairs and Enrollment Management</u> | 22 |
| <u>Faculty Advisor's Role in Advising</u> | 22 |
| <u>Student's Role in Advising</u> | 22 |
| <u>Student Occupational Therapy Organizations and Committees</u> | 23 |
| <u>Meeting Time for Organizations</u> | 23 |
| <u>Occupational Therapy Tuition/Fees and Scholarships</u> | 23 |
| <u>Career Development</u> | 23 |

Introduction

The Occupational Therapy Handbook has been compiled to provide students important information regarding the Occupational Therapy Doctorate (OTD) curriculum and an overview of academic and OTD policies and procedures. It has been designed primarily as a starting point for understanding basic program information. OTD students should also be familiar with critical policies, procedures and information in the [Drake University Undergraduate Catalog](#), the [Graduate and Professional Studies General Catalog](#), and the [University Student Handbook](#).

To the extent the provisions of this handbook conflict with the Undergraduate General Catalog, Graduate and Professional Studies General Catalog, or the University Student Handbook, this handbook shall prevail with regard to all OTD students registered in the College of Pharmacy and Health Sciences. This handbook is not meant to discourage students from utilizing more personal sources of information, namely, faculty advisors, the Office of Student Affairs and Enrollment Management, or other faculty members.

Vision for the OT Department

The Drake University Department of Occupational Therapy will develop into a premier clinical doctoral degree program, regionally and nationally recognized in higher education for excellence in student learning, faculty and graduates in leadership roles, and service at the local, national, and international level.

OT Department Mission Statement

The mission of the Drake University Department of Occupational Therapy is to educate and mentor innovative, compassionate practitioners, in a collaborative learning environment through service, leadership, and evidence-based practice, to empower practitioners to advance human health and well-being of individuals, groups and populations, to participate in occupations and every day, life activities.

Vision for the College

A diverse community of learners leading the way to a healthy world.

College Mission Statement

Preparing Today's Learners to be Tomorrow's Health Care Leaders

The College of Pharmacy and Health Sciences provides an intellectually stimulating learning environment with collaborative learning among students, faculty, and staff. Graduates are liberally educated professionals who are dedicated to serving their clients, patients, profession, and community. The College emphasizes excellence and leadership in education, service, and scholarship.

Disclaimer

None of the information provided here or elsewhere by the College of Pharmacy and Health Sciences constitutes a contract between the University and the student. The College of Pharmacy and Health Sciences reserves the right to make changes in curricula, admission policies, procedures, tuition and financial aid, academic standards and guidelines, student services and other regulations or policies without giving prior notice.

Accreditation

The entry-level occupational therapy doctoral degree program at Drake is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-6611, 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 able to use the credential Occupational Therapist, Registered (OTR). After successful completion of the NBCOT exam, individuals can apply for licensure which is required in every state, including the District of Columbia and Puerto Rico. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination and/or attain state licensure.

Curricular Themes and Program Outcomes

The Drake University Occupational Therapy Doctorate Program aims to prepare students with the flexible, clinical, analytical and practice skills necessary to succeed in occupational therapy through an interdisciplinary blend of professional, science, and liberal arts education. The purpose of the program is to develop entry-level occupational therapists who have the knowledge, skills, attitudes, ethics and values to succeed in the profession. The program endeavors to produce graduates that will be successful in the areas articulated in its Curricular Themes and Program Outcomes.

OTD Curricular Themes

Curriculum threads serve to emphasize critical knowledge, content, values or behaviors in the OTD curriculum. Not every course has to address each theme.

The OTD curriculum themes are:

1. Professional responsibility and scholarship
2. Collaborative community engagement
3. Occupation across the life span
4. Professional identity

OTD Program Outcomes

1. Graduates will demonstrate the ability to utilize and analyze evidence for occupation-based practice and develop habits of life-long learning
2. Graduates will value and engage in service opportunities to promote health and well-being for diverse and underserved populations.
3. Graduates will demonstrate competent clinical reasoning and care using occupation to enable clients across the lifespan within varied groups, and populations to live life to the fullest.
4. Graduates will display professionalism, ethical behavior, and advocacy skills to influence positive change with clients, communities, and the profession.

University and College Academic Regulations

Attendance and Enrollment Validation

Attendance is the responsibility of each student and is essential for ideal learning to take place. Students are expected to be on time for all classes and to attend each class for the total period unless otherwise excused by the instructor. It is the student's responsibility to communicate directly with course instructors regarding unavoidable absences (such as unexpected hospitalization, car accident on the way to school, weather-related events, etc.). Failure to attend the first class may result in the student being dropped from the course. Noncompliance with the program's attendance policy may affect the final grade in a course.

Students should not schedule work hours, doctor appointments, out-of-town trips (i.e., vacations, weddings, or associated events), job interviews, etc. that conflict with class schedules unless approved in advance by the course instructor and Program Director. All requests must be in writing at least one month in advance and include a plan for making up missed coursework if the request is approved. Excused absences include but are not limited to illness, death, health crisis, and jury duty. Students will be required to provide documentation of excused absences. Students will be allowed four (4) absences as part of a course without question. It is up to the student to discuss with their classmates the lecture content and/or patient care techniques that were missed during their absence. If a student exceeds their maximum number of allotted absences, without attaining an academic accommodation through [Drake University's Disability Services](#), they will incur a deduction to their overall course grade for each additional absence.

In the event of extenuating circumstances, students should contact the Office of Student Affairs & Enrollment Management for assistance in notifying instructors of a student's absence from class.

Additional information regarding [Attendance and Enrollment Validation](#) is available in the Drake University Undergraduate General Catalog.

Transfer Credits

Transfer credits within the OTD program will not be accepted. All coursework must be completed within the Drake OTD Program.

Credit/No Credit

All courses within the OTD curriculum are required for credit for graduation from the OTD Program. Students may be required to audit courses while in remediation for other courses within a semester.

Course Repeats

Students may repeat a course without additional credit. The highest grade earned will be used in computing the grade point average. The Drake GPA will only take into account courses taken at Drake. OTD students are permitted to repeat a required course one time only. Students who fail to receive a B or higher (CR in 'credit/no credit') in the repeated course will be dropped from the OTD program.

Credit by Examination/Advanced Placement

OTD students who have not yet completed a bachelor's degree may earn college credit by examination through the College Level Examination Program (CLEP), Advanced Placement (AP) Exams, International

Baccalaureate Program (IB) and/or other special credit examinations to apply credits to remaining Health Sciences undergraduate degree requirements and/or Areas of Inquiry (AOI) coursework. Students are ineligible to earn credit by examination in a lower-level course in a sequence of courses after they have completed a higher-level course in the sequence. Credits may not be earned through CLEP or other examinations, which duplicate credit previously earned. Students are not eligible to earn credit through an examination if they have withdrawn from an equivalent course after the midpoint of the semester. Credit earned by examination does not apply to the last 30 hours, which must be earned at Drake. More information is available on the AP, IB, CLEP Credit webpage in the [Drake University Undergraduate Catalog](#).

OTD students are not allowed to earn college credit for any Occupational Therapy Doctorate level coursework through the credit by examination including CLEP, AP, and IB programs.

Credit by Examination/Advanced Placement will be considered for admission to the OTD program based on Drake University's policy for CLEP, AP, IB and other special credit examinations.

Credit Overload Request Procedure

1. Complete and submit the [Credit Overload Request Form](#) found under CPHS Forms on the [Resources for Current Students website](#), prior to registration day/time. This form must be completed prior to the conclusion of the second week of the semester.
2. The [Credit Overload Request Form](#) will be reviewed by the CPHS Dean's Office. Students will receive a confirmation email once the form is reviewed and processed.
3. Overload fee waiver requests are reviewed in the first weeks of the fall and spring semesters. Students waiting on the review of their overload fee waiver request should not pay the overload fee but wait for the review process to be carried out and the fee to be removed by Student Account Services.
4. Overload Fee Waiver requests made after the third week of a fall or spring semester will not be considered and the student will be responsible for the fee incurred.

Exception to Program Policy

OTD students may request a c program exception via the Exception to Program Policy Request form available on the [CPHS Forms Library](#). Requests will be considered by the Associate Dean of Curriculum and Assessment in consultation with the student's faculty advisor, the Office of Student Affairs and Enrollment Management, and/or the College Administrative Committee inclusive of College administrators and department chairs.

Academic Honors

OTD students who have attained academic excellence and high scholastic achievements earning a cumulative grade point average at Drake of 3.8 or higher at the time of graduation shall be recognized in the commencement program as receiving College Honors.

OTD students may receive academic honors each semester through recognition on the Dean's or President's List. Criteria used to evaluate OTD students' eligibility for [Dean's and President's List](#) is outlined in the Drake University Undergraduate General Catalog.

Additional recognition including Latin Honors and membership in an honor society is awarded at the time of graduation and listed in the University Commencement program. For more information, visit the [Honors at Graduation](#) webpage.

Degree Audits

Degree audits are a tool that enables students to evaluate their progress towards graduation. OTD students are responsible for reviewing their degree audits on a periodic basis to ensure curricular requirements are being met. Students should always generate a new degree audit when reviewing their progress. Students are encouraged to view the [CPHS Current Student Resources](#) webpage for tools, resources, and FAQs regarding advising, course registration, and degree audits.

Academic Probation, Suspension and Re-enrollment Policy

To the extent possible, the CPHS Academic Probation, Suspension and Re-Enrollment Policy is consistent with the Drake University Academic Probation and Suspension Policy defined in the [Drake University Undergraduate General Catalog](#) and the [Drake University Student Handbook](#). An OTD student may also face probation, suspension, or dismissal for a variety of reasons addressed in the CPHS Honor Code Policy, CPHS Chemical Dependency Policy, and/or CPHS Student Immunization Policy.

An OTD student may be dismissed from the professional occupational therapy program at the College of Pharmacy and Health Sciences. This can occur when a student fails to meet the criteria in the standard grading policy or if a student is no longer eligible for certification with the National Board for Certification in Occupational Therapy (NBCOT). The student may request to remain at Drake to pursue a degree in another major. This action is permanent, and the student may not be readmitted to the OTD program.

Suspension Procedure

The University Dean of Student's office, the CPHS Assistant Dean of Student Affairs and Enrollment Management, or other University or College administrators may notify a student in writing of their suspension following a violation of a University and/or College policy.

In general, suspension or dismissal from the College and/or University may result from failure to adhere to any of the following policies:

1. [Academic Probation/Suspension Policy](#)
2. [CPHS Honor Code Policy](#)
3. [CPHS Chemical Dependency Policy](#)
4. [Nondiscrimination and Accessibility Policies](#)
5. [Student Code of Conduct](#)
6. [Student Immunization Policy](#)

Academic Suspension Appeal

In accordance with University policy, a suspended student has the right to appeal their academic suspension. The student has ten (10) calendar days to appeal the suspension via the [Suspension Appeal Form](#) to the CPHS Student Affairs Officer (generally the Assistant Dean of Student Affairs and Enrollment Management). Additional information about how to submit and what to include in an appeal is available from [Access and Success](#). If the appeal is granted, the student may continue with coursework at Drake

University and progress within their respective program. If the student does not appeal or if their appeal is denied, the student must apply for re-enrollment before being allowed to resume coursework.

Re-enrollment Process Following Suspension

If a suspended student plans to re-enroll in the College, they must contact the Student Affairs Officer of the College to create an action plan sufficiently in advance of the deadline for submission of re-enrollment materials such that the timeline for completion of the plan may be fulfilled. It is the student's responsibility to initiate contact with the Student Affairs Officer, and this step must occur regardless of the source of the suspension (University versus College). The action plan will be developed with the intent of preparing the student to be successful if allowed to return to the program and approved by the Student Affairs Officer.

The action plan may include certain remediation/tasks relevant to the reason for suspension. Tasks may include, but are not limited to, the following:

- Academic Probation/Suspension Policy - retaking specific courses to improve knowledge base, retaking written or verbal communication courses, etc.
- Honor Code - taking additional coursework or training in ethics/professionalism, etc.
- Chemical Dependency Policy - completing a substance use evaluation program, seeking specific medical or psychological care, participating in relevant help groups, etc.
- Nondiscrimination and Accessibility Policies - completing training programs, participating in relevant support groups, etc.
- Student Immunization Policy - receiving required immunizations

Re-enrollment Policy following Academic Suspension

OTD students who have been suspended for academics may apply to the University for re-enrollment after one academic year. Students suspended for the first time may apply for re-enrollment; students suspended twice, regardless of the reasons, are ineligible for re-enrollment. Students should refer to the [Request for Re-Enrollment](#) webpage to complete the Re-enrollment Request Form, view deadlines for applying to re-enroll, and other important student information.

The University Office of the Registrar will collaborate with the CPHS Student Affairs Officer to review the student's application for re-enrollment and render a re-enrollment decision.

Re-enrollment Policy following Non-Academic Suspension or Dismissal

OTD students who have been suspended due to a non-academic issue (e.g., Honor Code, Chemical Dependency, etc.) may apply for re-enrollment after one year or after the specified period of time outlined in the suspension letter. The re-enrollment process follows the same process and deadlines as an academic suspension, beginning with the [Re-enrollment Request Form](#). The Office of the Registrar will forward the re-enrollment request to the CPHS Student Affairs Officer. Criteria to be met for re-enrollment will be evaluated based on the respective policy related to the suspension decision.

Additional Re-Enrollment Documentation

Suspended OTD students will be held to the same academic and professional standards as all other students in the program. These standards include the student's academic performance, communication skills, emotional maturity, leadership ability, involvement in the community, and professional attitude/behavior. The CPHS Student Affairs Officer may request additional documentation from a student requesting to re-enroll. Additional documentation may include but is not limited to the following:

1. A written personal statement asserting the student's ability to successfully pursue the occupational therapy curriculum after having been suspended. This statement must address, in detail, how the student has successfully met the action plan established at the time of suspension, if applicable. The student must also submit documentation that the factor(s) or condition(s) responsible for the original suspension have been remedied or significantly improved.
2. Submission of official transcripts of any coursework completed at another institution since the time of suspension from Drake University.

Suspended students will be eligible for re-enrollment only after satisfactorily completing the action plan within the time frame set forth by the Student Affairs Officer. The Student Affairs Officer will decide whether a suspended student can re-enroll in the College. The student will be notified in writing regarding the status of their re-enrollment request. If re-enrollment is denied, the student has five (5) calendar days to appeal this decision in writing to the Dean of the College.

Expectations following Suspension

OTD candidates re-enrolled following a suspension will return on a probationary status. To remain in the OTD program, the student must earn a semester grade point average of 3.0 or above during their first semester of re-enrollment as well as meet all other College criteria and policies or they will be suspended again. Any OTD student suspended for a second time for the same or different violation will not be eligible for re-enrollment in the occupational therapy program at Drake University.

Re-enrollment following Withdrawal for Medical Leave of Absence

Students approved for a medical leave of absence must complete the [Voluntary Medical Leave of Absence Re-enrollment Request Form](#). This request form and all supporting documentation must be submitted to the CPHS Student Affairs Officer by the deadline outlined on the request form. The full Medical Leave of Absence Policy and required documentation for re-enrollment is provided on the [Division of Student Affairs webpage](#).

Questions and requests for re-enrollment should be directed to the Office of Student Affairs and Enrollment Management in the College of Pharmacy and Health Sciences.

CPHS Honor Code Policy

Students in the College of Pharmacy and Health Sciences are expected to maintain a professional manner and conduct in practice settings and on campus. Unprofessional behavior and academic dishonesty are not accepted and will not be tolerated.

OTD students are expected to read the full [CPHS Honor Code Policy](#) and sign the Pledge of Honor. Required completion of these tasks is integrated into CPHS Professional Student Orientation.

OTD students should also be familiar with the [Occupational Therapy Code of Ethics](#).

CPHS Chemical Dependency Policy

OTD students are expected to read the full [CPHS Chemical Dependency Policy](#) and sign the Student Agreement. Required completion of these tasks is integrated into CPHS Professional Student Orientation. If a student is suspected or known to have a use disorder or concern, it should be brought to the attention of the Assistant Dean of Student Affairs and Enrollment Management.

Chemical Drug Screens

All OTD students will be required to complete a chemical drug screen prior to the first day of class as well as before entering their rotation experiences. Because many early and advanced experiential sites require drug screens, information obtained may inhibit students from progressing into the professional program or into rotations. The College will determine the vendor and location of the drug screen. Drug screens completed for employment or independently by the student will not be accepted. Students will be assessed a fee to cover the cost of the drug screen. The drug screen will include a 10-panel drug screen with point of custody through an outside vendor. The results of the drug screen will be shared within and outside the University on a need-to-know basis only and filed securely on the Colleges file storage system in Microsoft Teams. Only CPHS personnel designated by the Assistant Dean of Student Affairs and Enrollment Management will be allowed access to these files. Within the University, such results will be available only to those school officials with a legitimate educational or security purpose for accessing the information. Initial positive screens will undergo medical review by the vendor. Any confirmed positive findings will be handled under the Chemical Dependency Policy of the College.

Electronic Communications Policy

College faculty and staff use electronic communication methods to disseminate information to and communicate with students. This information may be time-sensitive and require action on the student's part. Thus, College expectations are as follows:

- Email from the College is sent to Drake email addresses.
- Students are responsible for the consequences of not reading and/or responding to CPHS communications sent to their Drake email address.
- Members of the College community are requested to check their email twice daily such as once in the morning and once in the afternoon. It is recommended that you close your email client unless it is your scheduled time to check email to facilitate in person work and project completion.
- All members of the College community are committed to responding to email in a timely manner (2 business days). Emails, telephone calls, or office visits to follow-up on an unanswered email may occur after 2 business days. Exceptions will be made for scheduled professional or personal absences or circumstances that prohibit routine email access (i.e., international travel).
- No member of the College community is expected to acknowledge or return emails in the evenings, on weekends, during vacation/sick/personal time, or during holidays.
- Electronic communication methods (e.g., email, BlackBoard learning management system, CORE, etc.) may be required as part of courses and experiential requirements for content delivery, exams and assessments, class discussion, active learning exercises, and other professional program needs. The requirements will be specified in the course syllabus. If these requirements pose a problem for a student, the student must contact the instructor/coordinator to work out a solution.
- The lack of access to electronic communication is not a valid excuse for failure to respond to a request, complete an assignment or exam, or meet a deadline. However, any technology issues or outages with Drake University technology systems (e.g., Drake email, BlackBoard learning management system) as identified and communicated by Drake Information Technology Services are not the responsibility of the student.

Laptop Computer Requirement

CPHS professional program students enrolled in the Doctor of Pharmacy, Occupational Therapy Doctorate, or Master of Athletic Training programs are required to have a laptop computer or other compatible and approved electronic device. Professional program students will utilize laptop computers for completing coursework, accessing electronic learning management systems, electronic testing and assessments, and other professional program needs.

The laptop computer requirements for CPHS students may be found on the [Drake Information Technology Services](#) webpage.

- Any device that does not meet the University requirements may not be compatible with testing requirements. It is each student's responsibility to make sure that their device is acceptable.
- It is recommended that students have high speed internet access outside of the University. Students are responsible for maintaining a functioning laptop computer or approved device. Drake Information Technology Services provides student technology resources on their webpage.

Social Media Guidelines

Drake University faculty, administrators, staff, and students should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities. This includes

participating in online social networking platforms (Facebook, Twitter, Instagram, etc.). **Think about what you post, when in doubt don't post.**

Drake University supports the individuals' expression of First Amendment rights of free speech. It is your responsibility – as a visible member of the institution and the larger community – to protect the values of Drake University when using social media. Any inappropriate use of social media platforms shall not be tolerated. Inappropriate or malicious use may include but is not limited to:

1. Posting information (photos, comments, etc.) about Drake University administrators, faculty, staff, or students without consent.
2. Posting information that violates the HIPAA or FERPA policies.
3. Using derogatory language or remarks about administrators, faculty, staff, or students at Drake University or other colleges and universities.
4. Using demeaning statements or threats that endanger the safety of another person.
5. Posting incriminating photos or statements regarding illegal criminal behavior, underage drinking, usage of illegal drugs, sexual harassment, or violence.
6. Indicating knowledge of the acts listed above.

Please keep the following guidelines in mind as you participate on social networking platforms:

1. Before participating in any online community, understand that posts may be available to anyone, even with limited access to your platform.
2. Do not post information, photos, or other items online that could jeopardize your well-being, your relationships, or your professional career. This includes items that may be posted by others on your platform.
3. Exercise caution when sharing location and/or plans.
4. Individuals within the University and law enforcement personnel check these platforms regularly.

Violations of these guidelines will result in a review of the incident and may include action as appropriate under the CPHS honor code policy. Those who believe they have been targets of unprofessional behavior via social media or suspect any other violations of these guidelines should contact the Student Affairs Officer (students) or their supervisor (faculty/staff) to address their concerns.

Nondiscrimination & Accessibility Policies

Drake University is committed to fostering a safe, respectful environment. The University prohibits discrimination or harassment based on, or because of, a protected characteristic. Accordingly, the University and OTD program have adopted principles and policies prohibiting certain types of misconduct. Information and complete policies for Drake's Nondiscrimination Statement, Sexual and Interpersonal Misconduct, Discriminatory Harassment (Non-Sex-Based), Non-Retaliation Policy, and Title IX are available on the [Legal Disclosures](#) webpage.

Change of Legal Name Policy

In an effort to ensure the accuracy and integrity of all academic, financial aid, and student loan records maintained by Drake University and the College of Pharmacy and Health Sciences, the Notification of Change of Legal Name form has been implemented.

To take advantage of this service, please access the Notification of Change of Legal Name form located in the [CPHS Forms Library](#).

- It is important to note, as stated on the electronic form, students are responsible for notifying the Social Security Administration of the name change. The College of Pharmacy and Health Sciences will notify only Drake University offices of the name change upon receipt of the electronic form.
- Please direct any questions related to the online Change of Legal Name process to the Office of Student Affairs and Enrollment Management at: 515-271-3018.

Students wishing to change their preferred name should reference the Drake University [Preferred Name Website](#) for additional information and frequently asked questions.

Graduation and Residency Requirements

A student is required to be in residence in the College of Pharmacy and Health Sciences for all professional education coursework to be eligible for graduation.

Students must meet the following requirements to graduate with an Occupational Therapy Doctorate degree from the College of Pharmacy and Health Sciences:

1. Successfully complete all academic requirements and be in good standing with the University ([Graduation Requirements](#)).
2. To the extent that such information is brought to the attention of the dean, exhibit the requisite professionalism, character, and professional promise in the judgment of the Dean of the College of Pharmacy and Health Sciences.
3. Satisfactorily resolve all financial obligations owed to the University.

Students must complete 116 credit hours which includes two rotations of Level II fieldwork and a doctoral capstone experience and maintain a cumulative GPA of 3.0 or higher. Upon graduation (following the completion of all academic, fieldwork and capstone requirements), students will be eligible to sit for the national certification examination given by The National Board for Certification in Occupational Therapy (NBCOT).

The final responsibility for the completion of graduation requirements is the students', and accordingly, each student should become familiar not only with the curriculum but also with the academic regulations of the College.

OTD Program Policies

Admission to the Professional Program

Please see the following for more information on Admission into the Professional Program.

Character Check

All students should review the requirements for certification by the [National Board for Certification in Occupational Therapy \(NBCOT\)](#) prior to applying to the OTD program. Applicants should view the [Character Review](#) to determine need for a character review prior to admission to the OTD program. Qualified candidates identified as requiring a Character Check by the NBCOT will be required to complete an Early Determination Review prior to admission to the OTD Program. A student may be conditionally accepted into the program with a spot held for the student and admission granted upon a

positive review in which the student would be eligible for certification by NBCOT. This will ensure students do not enroll in the OTD program if they are ineligible to take the national board exam to become a registered occupational therapist. Students are also required to review state licensure laws prior to admittance to determine eligibility for licensure upon completion of the OTD program and successful completion of the NBCOT Examination.

Criminal Background Checks

All occupational therapy doctorate students will submit to a background check at the time of admission and prior to beginning Level II fieldwork experiences. Many experiential sites require background checks, therefore information obtained during a student's background check for Drake University may inhibit students from admission or progression into the professional program or into their fieldwork experiences. Students may have to complete an additional background check at the request of their experiential site. The background check will include social security number validation, address history for past 10 years, felony and misdemeanor criminal history search for all counties identified by the address history for the last seven years, national criminal history database, sex offender registries, child/elder abuse registries, motor vehicle driving record, and governmental agencies such as the Office of Inspector General. Results of the backgrounds checks will be kept in a locked cabinet in the office of the Assistant Dean of Student Affairs and Enrollment Management. The results of the background check will be shared within and outside the University on a need-to-know basis only. Within the University, such results will be available only to those school officials with a legitimate educational or security purpose for accessing the information. The College will notify students of findings as required by the Fair Credit and Reporting Act. Students will be assessed a fee to cover the cost of the background check. Furthermore, information obtained from background checks may be included on or with board licensure applications or other regulatory body that requests information from the Drake University College of Pharmacy and Health Sciences. Students have the right to request, from the College of Pharmacy and Health Sciences, copies of all documents and other information shared with any regulatory body pertaining to their licensure.

Course Registration

OTD students complete registration online through the University's Self Service system. Students can access Self-Service through [myDrake](#). The Drake University Office of the Registrar provides comprehensive information regarding the registration process including adding and dropping courses, resolving error messages, wait list automation, and registration dates and times on the [Registration](#) webpage. In addition, the CPHS Office of Student Affairs and Enrollment Management distributes detailed registration information to OTD students through the CPHS Student Announcements and the [CPHS Registration Bulletin](#).

Questions regarding registration policies and procedures should be directed to the Office of Student Affairs and Enrollment Management.

Once registration is complete, the billing and fee assessment process will begin. Any student not returning to Drake and registered for courses must officially withdraw from registered courses and the University to avoid financial ramifications. To withdraw, a student must complete the Withdrawal Request Form, available via Self-Service under the Registration card or contact the Office of Student Affairs and Enrollment Management for further assistance.

Withdrawal from Courses

Students are unable to withdraw from a required course within the OTD program. Progression within the program is dependent upon successful completion of required coursework in the appropriate sequence. Voluntary and involuntary leaves of absence (LOA) and complete withdrawals from the university will be handled in accordance with the University's Student Leave Policy. Refer to the [University's Graduate Catalog](#) for more information. Leaves of Absence and Withdrawals may affect the student's financial aid. Students should contact the Financial Aid Office to discuss any financial implications of the LOA or withdrawal before initiating the process. Students must meet with their advisor and the OTD program director to discuss withdrawal and re-enrollment guidelines and policies.

Course Prerequisites

ALL occupational therapy courses have prerequisite requirements. Progression within the program is dependent upon successful completion of required coursework in the appropriate sequence. Enrollment in a course will be denied if prerequisite courses have not been successfully completed. Therefore, deviation from the OTD curriculum occurs *only* under certain conditions in consultation with the student's academic advisor and the OTD Program Director. Course prerequisites may be found in the course descriptions listed in Self-Service as well as on course syllabi.

HIPAA and CPR

Students are required to maintain Health Insurance Portability and Accountability Act (HIPAA), Cardiopulmonary Resuscitation (CPR), and Mandatory Reporting Training for engagement in program activities. Students may be given opportunities to complete these during coursework. If these are not completed during coursework, they are required to complete them on their own, potentially at an additional cost.

Confidentiality Statement

All information pertaining to clients, client records, my peers (classmates, professionals, and faculty), and all visitors to OTD program activities will be held confidential. Any and all information a student might be knowledgeable of, in the course of their professional duties as a student, will not be disclosed to any person and/or entity. When the student is in doubt, they should ask questions and discuss this with the faculty of the Drake University Occupational Therapy Program.

Grading

The standard grading scale for students enrolled in occupational therapy labeled didactic coursework is standard letter grading [ABCF] with the percentage (or competency/ability) assigned to each grade to be set by the course instructor. The OTD Program does not utilize the plus [+] and minus [-] designations. All instructors include information regarding course grading scales within their course syllabus.

Students are required to obtain a C or better (CR in 'credit/not credit') in all required courses in the professional program, as long as it does not impact their GPA. Occupational therapy students are required to repeat any course in which they receive an "F" or which drops the GPA below 3.0 and can only be repeated once. Students who fail to receive a B or higher (CR in 'credit/no credit') in the repeated course will be dropped from the occupational therapy program.

Progression policies related to experiential fieldwork courses are outlined in the Occupational Therapy Experiential Education Manual provided to students prior to beginning Level I Fieldwork.

The expected total length of the program is three full-time years. Students must complete all Level II fieldwork and the doctoral capstone within 24 months following completion of the didactic portion of the program. Students must graduate within 150% of the stated program length beginning with enrollment in the first course (4.5 years).

Progression and Retention

Once a student enters the professional phase of the OTD program, the following applies to progression through the program:

- Successful completion of all professional courses with a cumulative GPA of 3.0 or higher and demonstration of proficiency in identified performance competencies.
- Any interruptions or repetition of coursework may result in an extension of the total length of the program. Students who drop or withdraw from a professional level course for any reason resign their status as a professional level student. Readmission will be by consent of the Occupational Therapy Admissions Committee and Program Director.
- Student grade point averages are monitored each semester. A student whose GPA falls below 3.0 will receive a warning letter.
- Students who fail a course and/or whose GPA falls below 3.0 will be required to repeat the course at the next scheduled offering. A course may only be repeated one time, per college policy, and a grade of B or higher must be earned in the repeat. Students may be required to assume part-time status when repeating courses.
- A student's cumulative grade point average must be 3.0 or higher to proceed to Level II Fieldwork.
- All Level II fieldwork must be completed before the student can begin the doctoral capstone experience.
- If a student is not able to complete an assigned fieldwork or doctoral capstone placement for any reason, no partial credit will be given for the portion of the fieldwork/capstone completed and the student will receive a "NC" grade. A new fieldwork/capstone placement will be assigned for the full duration of the experience.
- If a student is not able to complete an assigned fieldwork or capstone due to health concerns, they will be required to provide medical certification in order to return to the program.
- Students must repeat any fieldwork and doctoral capstone in which they receive an unsatisfactory performance evaluation. Unsatisfactory performance on a repeated fieldwork placement will result in dismissal from the OT program.
- All degree requirements must be completed within 4.5 years from the date of initial enrollment in the OTD program.

Students at risk of failure may be placed on a learning development plan in consultation with the student's faculty advisor and OTD Program Director. These plans will outline the requirements for successful progression in the professional program. Failure to meet the requirements of the plan may result in dismissal from the program.

Program and Fieldwork Requirements

Students must fulfill specific requirements prior to beginning the OTD program. All requirements must be current/up-to-date for all experiential placements. Fieldwork and Capstone sites may have additional

requirements. The OTD program Academic Fieldwork Coordinator (AFWC) will communicate what requirements must be met before a student can be considered for fieldwork placement at a site. Students are responsible for maintaining updated electronic copies of documents in CORE that show compliance with the requirements and to share documents with sites if requested. Lack of compliance with these requirements will affect progression in the OTD program and placement at any fieldwork or capstone site.

Fieldwork

Fieldwork (FW) experiences are an integral component of the educational experiences for an occupational therapy (OT) student. These experiences are intended to provide the student with an opportunity to integrate academic knowledge with practice competencies and allow them to develop the necessary clinical reasoning and reflective practice and to refine skills in all components of the occupational therapy process, including evaluation, intervention planning and implementation, documentation, communication, and professional development.

Level I Fieldwork

The purpose of Level I fieldwork is to introduce students to fieldwork, apply knowledge to practice, and develop understanding of the needs of clients (ACOTE, 2018). Students will complete a one-week Level I rotation in their second through fourth semesters in the Drake OTD program. Each Level I experience targets specific aspects of the OT process and their related practice skills.

Level II Fieldwork

Level II fieldwork is designed to develop competent, entry-level, generalist occupational therapists through an in-depth experience in delivering occupational therapy services to clients that focuses on the application of purposeful and meaningful occupation and research, administration, and management of occupational therapy services (ACOTE, 2018). Students in the Drake OTD program complete two 12-week full time Level II experiences in the final year of the program.

Placement Decisions

An optimization process is utilized to assign fieldwork placements. Instructions are provided on how to enter information into the system and what information is needed. Some sites may require additional screenings such as an application and interview process prior to confirming the placement. Students participating in these selection processes may not decline placement if selected by the site.

Student interest is considered in placement decisions. The final decision about placements, however, is at the discretion of the AFWC, in collaboration with the CPHS Experiential Education Office. Factors affecting placement decisions include, but are not limited to, a student's academic performance in didactic and experiential courses, student's previous professional experience, site and fieldwork educator preferences, and site characteristics.

Students may not request changes to their fieldwork placements once they have been notified of their placement. Lack of interest in a fieldwork site, desire to avoid a commute, or changes in personal housing or travel arrangements are not valid reasons to change a fieldwork placement. In unforeseen circumstances such as site closures, fieldwork educator changes, or student developmental needs, a fieldwork placement may need to be re-evaluated and modified. Final placement decisions will be made by the AFWC and are based upon availability of fieldwork sites, student performance, and curricular requirements.

Student Placement Costs/Expenses

Students should expect and plan for additional financial obligations associated with completing fieldwork education including transportation and housing costs. Students are responsible for making all arrangements and for all costs. Changes in personal housing or travel arrangements are not valid reasons to request a change in placement.

The OTD program is not responsible for any additional charges associated with any changes in placement. Students may not receive monetary compensation for participation in fieldwork education, with the exception of site-specific housing and food allowances. Students are responsible for all transportation, housing, food, onboarding, and any other personal expenses associated with their fieldwork experiences.

Doctoral Capstone

The doctoral capstone is designed to provide students opportunities for in-depth exploration of research skills, administration, leadership, program and policy development, advocacy, education, theory development, and/or clinical practice skills. These experiences promote the development of competencies beyond the generalist level that will support graduates to engage in leadership and management roles as occupational therapists. The Doctoral Capstone consists of a capstone project and 14-week capstone experience. The capstone experience occurs in the final semester of the OTD program. All Level II fieldwork requirements must be met before the student can proceed to the Doctoral Capstone experience. Previous fieldwork or work experience do not count toward the Doctoral Capstone experience.

Doctoral Capstone Project

The Doctoral Capstone Project offers students the opportunity to extend and refine knowledge acquired in the curriculum and utilize it as a means of critically analyzing occupational therapy practice. Students pursue their own personal inquiry toward professional development to identify the specific project the student will implement. Students may choose to focus on one or more of the following areas for the Doctoral Capstone: research skills; administration; leadership; program and policy development; advocacy; education/academia; theory development; or clinical practice skills. Students meet regularly with the program's Doctoral Capstone Coordinator for questions, guidance, suggestions, and support during the development of the Capstone Project.

Capstone Experience

Selection of a Capstone Experience placement site is based upon the availability of a capstone site mentor with expertise to offer supervision and support to the student in order for them to achieve their individualized learning objectives. Student learning objectives are the priority consideration for all placements rather than geographic or specific site preferences.

Based on the student's learning objectives, students will collaborate with the Doctoral Capstone Coordinator to identify potential sites where the OTD program currently has an affiliation agreement for fieldwork education. The Doctoral Capstone Coordinator may also make suggestions based upon student goals. If the student has learning objectives that require expertise or a learning environment that cannot be met by existing affiliated sites, the student will collaborate with the Doctoral Capstone Coordinator to identify new potential sites with facilities, expertise, and resources to support the student's learning objectives. If a placement is obtained at any of the student-identified non-affiliated sites, students must accept the requested placement. Placement for the Doctoral Capstone experience is the responsibility of the Doctoral Capstone Coordinator, in collaboration with CPHS Experiential

Education Office. Students may not request changes to their doctoral capstone placements once the process has been completed and sites have been contacted.

Student Performance Concerns

When student performance is not meeting expectations for the fieldwork or Doctoral Capstone experience, the onsite fieldwork educator or site mentor should inform the appropriate course Coordinator about the concerns. If warranted, the respective Coordinator will collaborate with the student and fieldwork educator or site mentor to determine the appropriate course of action to improve the student's performance, including the development of a learning plan. The plan will outline expected performance expectations and timelines for meeting the requirements. Ongoing problems in student performance on fieldwork or Doctoral Capstone may lead to immediate termination of the placement and subsequent failure of the course. Students must repeat any fieldwork or capstone experience in which they receive an unsatisfactory evaluation (including termination from a site). Unsatisfactory performance on a repeated placement will result in termination from the OTD program.

Attendance

Students who miss fieldwork (FW) or capstone placements will be required to make up the time. The student's fieldwork educator or capstone site mentor, in collaboration with the OTD program Academic Fieldwork Coordinator (AFWC) or Capstone Coordinator, will determine the make-up arrangements for missed fieldwork or capstone. Any required change in scheduled FW or Capstone days must be approved by the AFWC or Capstone Coordinator before initiating the change.

Final Grade Appeal Policy

Students have the right to appeal grades through the [CPHS Final Grade Appeal](#) process if they believe that an incorrect grade has been assigned for a course. Individual assignment grades should be discussed with the course instructor first, then with the department chair, if the matter is unresolved. Appeals must be in writing and include appropriate documentation to support the student's position that a grade change is warranted.

Incomplete (I) or In Progress (IP) grades may be assigned only under certain circumstances. An "I" grade is used when a student has not submitted all evidence required for a final grade. The student must make satisfactory arrangements with the instructor to complete the work by the end of the next semester of enrollment.

"IP" grades are used *only* in cases of uncontrollable circumstances, such as for courses that do not fit the standard academic calendar, fieldwork that may occur after a semester ends, or other coursework that extends beyond one semester. IP grades must be changed to a final grade by the instructor by the end of the next semester. Once the I or IP is replaced by a grade, that becomes the posting date of the final grade. Responsibility for completing the work is assumed by the student. If the remaining coursework is not completed by the designated timeline, the I or IP grade will be changed to an F. See the [University's Graduate Catalog](#) for more information on Incomplete and In Progress grade requirements.

Dress Code

The Drake OTD program requires all OTD students to be neatly groomed and dressed appropriately at all times. Students are required to wear the Drake OTD blue polo and black/khaki pants when attending a community engagement or off-campus event. Closed toe shoes are required for lab courses.

Research Opportunities

Opportunities for occupational therapy doctoral students to experience research may include:

1. Projects with classmates or professional mentorship with select OTD faculty.
2. Completion of Critically Appraised Papers, Critically Appraised Topics, and/or other types of systematic reviews of research during the OTD curriculum. The curriculum allows students to complete additional research work if desired during their Doctoral Capstone experience.
3. Fieldwork at research-intensive corporations.
4. Volunteer work with Drake University other faculty in the College of Pharmacy and Health Professions.

Additional information on research opportunities is available on the [CPHS Student Research website](#) and the University [Research Opportunities website](#).

Authorship of Scholarship

Faculty research mentors must be listed as an author. Students cannot solely be authors on professional dissemination of research as there is always some guided mentorship of the publication, presentation, or grant and some responsibility of the institution/instructor/faculty mentor to direct students. It is becoming a more recent convention for print and online open journals in biomedicine, social science, and especially in OT to have either a footnote or acknowledgement line that explains the contribution to the piece of scholarship. This removes all doubt for readers and critics. Authorship is generally determined by the amount of work contributed and the type of journal, conference, agency, publication, presentation, or grant to which the work is submitted. Individual faculty are responsible for making this determination.

Student Immunization Policy

Prior to enrollment at Drake, students are required to provide Drake University with their medical history and immunization records. The requirements for submitting appropriate documentation to the University Health Center are available on the [Health Center's Policies and Forms](#) webpage.

In addition to the documentation required by the University Health Center, OTD students will need to upload required health information into CORE. This includes a completed Certification of Medical Examination and Evaluation form, which is located in the CORE Document Library as well as an updated immunization record. All information must be provided prior to beginning Level I Fieldwork. Immunization requirements to participate in the experiential education program are outlined in the Occupational Therapy Experiential Education Manual located in the CORE Document Library, and are subject to change based on site requirements.

Technical Standards/Essential Functions for the OTD Program

The professional program leading to the OTD degree requires a certain level of cognitive, behavioral, and technical skill and ability inherent in a professional education. The following technical standards describe non-academic qualifications considered essential for successful completion of the educational objectives of the OTD curriculum. Candidates and students must possess the ability to perform or ability to learn to perform the non-academic skills listed below.

Students may seek reasonable accommodations for a disability, medical condition, or temporary injury/condition by contacting University's Office of Access and Success. The Office will determine a student's eligibility for and, when warranted, approve appropriate accommodations and services.

In all cases, the integrity of the curriculum must be maintained, and all elements deemed essential to successfully complete the program must be preserved. Fulfillment of the technical standards for the program does not guarantee the ability to fulfill any specific post-graduation field or employment technical requirements. Candidates or students who have concerns about meeting the technical standards should contact the Assistant Dean of Student Affairs.

Observational Skills:

Candidates and students must have the ability to:

- Acquire information presented through demonstrations, experiments, and exercises.
- Evaluate a patient accurately at a distance and close at hand to assess relevant health, behavioral, and medical information.
- Obtain and correctly interpret information through patient assessment and evaluation.
- Obtain and interpret patient information via electronic health records while maintaining patient confidentiality.

Communication Skills:

Candidates and students must have the ability to:

- Communicate interactively with patients to elicit information.
- Interpret nonverbal communication displayed by patients.
- Communicate effectively and sensitively to enable effective patient care including verbal, written and nonverbal communication.
- Communicate effectively and efficiently with all members of the health care team.
- Clearly and accurately record information necessary to document patient health care.

Clinical Skills:

Candidates and students must have the ability to:

- Perform physical examination and assessment.
- Perform diagnostic and therapeutic maneuvers to provide patient care.
- Respond to emergency situations in a timely manner.
- Follow universal precaution procedures and applicable safety standards for the environment.

Intellectual, Conceptual, Integrative and Quantitative Abilities:

Candidates and students must have the ability to:

- Consistently, quickly, and accurately integrate information received.
- Integrate, analyze, synthesize, and interpret data in order to make decisions in clinical settings where there may be distractions.
- Perform clinical functions in a timely manner and under a high amount of stress in diverse clinical settings and patient populations.
- Perform clinical functions where others may be present.
- Perform basic mathematical functions and read and interpret information in an accurate and timely manner
- Integrate and process information promptly and accurately in a time-sensitive environment.
- Process information to solve problems, make decisions quickly, and respond immediately when necessary.

- Interpret causal connections and make accurate, fact-based conclusions based on available data and information.
- Formulate a hypothesis and investigate potential answers and outcomes to reach appropriate and accurate conclusions.

Behavioral and Social Attributes:

Candidates and students must have the ability to:

- Exercise good judgment.
- Promptly complete all responsibilities.
- Develop mature, sensitive, and effective relationships with patients and others (team members, families, caregivers, etc.).
- Effectively handle and manage heavy workloads and function effectively in stressful situations.
- Adapt to changing environments and display flexibility
- Function in the face of uncertainties inherent in patient care.
- Demonstrate compassion, integrity, concern for others, interpersonal skills, interest, and motivation.
- Accept feedback and respect boundaries.
- Care for all patients in an effective and respectful manner regardless of any protected status.
- Understand and function within the legal and ethical aspects of the practice of occupational therapy.
- Display ethical and moral behaviors commensurate with the role of an occupational therapist in all interactions.

The applicant should evaluate themselves for compliance with these technical standards. Students sign an acknowledgement during CPHS Professional Student Orientation confirming that they have received, read, and know all requirements in the program student handbook including program technical standards. The CPHS Office of Student Affairs and Enrollment Management maintains record of this acknowledgement.

OTD Student Safety Policy

General Guidelines

Drake University Emergency Procedures Manual is available on the [Drake Public Safety](#) webpage. OTD students, faculty, and staff should review the information in the Emergency Procedures Manual to be familiar with its content.

Following is a list of important numbers:

- Non-emergency:
 - Drake Public Safety: 515-271-2222
 - Des Moines Police: 515-283-4811

- Emergency:
 - Police, fire, ambulance: 911
 - Drake Public Safety: 811

Public safety is available to escort students, staff, and faculty any time they have concerns regarding personal safety. Please use the non-emergency number to request an escort unless you are in immediate danger, then use the emergency numbers as listed above.

Public safety at Drake recommends that all students download and initialize the Guardian App for their safety. It informs Drake's public safety when the student is at risk or in need of help.

Evacuation

Students should be familiar with all available emergency exits. In case of emergency, students should exit the Occupational Therapy building via the main exit or loading dock located towards the back of the building.

It is important to be familiar with various scenarios that would require evacuation. They include, but are not limited to fires, gas leaks, water leaks, flooding, and power outages.

In case of severe weather events, students should follow their instructor to a designated safe location. If students are not in a classroom at the time of the event, please go to the safety location nearest you. This may be different depending on your location in the building.

In the Cline and Harvey Ingham buildings, the tornado shelter is anywhere on the bottom floor in areas without exterior windows, such as the hallways.

Faculty and staff will inform students of all information regarding the emergency as it becomes available. Not all emergencies will entail readily available information. Students should remain calm and collected while the situation is addressed.

In addition, emergency procedures, lab policies, and other safety material are located at the front reception desk, in classrooms, downstairs conference room, and the Life Skills apartment.

Student Services

A number of special services are available to Drake University students. Some of these services include the following:

- [Information Technology Services](#): Carnegie Hall, 515-271-3001
- [Access & Success](#): Cowles Library, 515-271-2997
- [Career Services](#): Collier-Scripps 206, 515-271-1978
- [Counseling Center](#): 2970 University Avenue, 515-271-3864
- [Disability Services](#): Cowles Library, 515-271-4516
- [Health Center](#): 2970 University Ave, 515-271-3731
- [Office of the Registrar](#): Carnegie Hall Room 101, 515-271-2025
- [Financial Aid](#): Carnegie Hall, 515-271-2905

Academic Advising

OTD students are assigned an OTD faculty member as their advisor. The CPHS advising program seeks to support the mission of Drake University and the Occupational Therapy Doctorate program in the provision of a student-centered learning environment. The CPHS advising program personnel includes the faculty advisor and the Office of Student Affairs and Enrollment Management. Through this team, students have multiple sources of information to address the OTD program curricular objectives. An individual educational plan may be developed by the student with input from the faculty advisor and CPHS Office of Student Affairs & Enrollment Management. The plan will seek to achieve the following:

- I. Discussion of professional life goals including career paths and post-graduate work,
- II. Satisfactory completion of requirements of the program,
- III. Completion of annual requirements for progression within the OTD program, including the development of skills necessary for succeeding in the program, and
- IV. Referral of the student to the resources and services on campus if needed.

Office of Student Affairs and Enrollment Management's role in advising

- I. Answer student questions regarding registration, credit completion, course transfer process, and study abroad opportunities
- II. Coordinate registration process, verifying appropriate registration of courses
- III. Review/approve educational plan waivers and transfer credit requests
- IV. Update degree audits with regard to substitutions, program exceptions, and transfer courses
- V. Serve as a resource for additional degree opportunities such as minors and concentrations and accelerated programs
- VI. Coordinate and communicate opportunities for internship, study abroad, research and post-graduate study

Faculty Advisor's role in advising

- I. Support students in meeting academic requirements of and progression through the OTD program. Encourage discussions about career options within the profession
- II. Assist students in identifying opportunities for professional skill development as needed for successful progression through the OTD program
- III. Make appropriate referrals to university student service offices when academic or personal difficulties arise.

Student's role in advising

- I. Initiate meetings with advisor at least once a semester (or more often as needed).
- II. Utilize resources and services provided by the Office of Student Affairs and Enrollment Management
- III. Access degree audit to verify correct records
- IV. Be familiar with program policies/procedures and take responsibility for deadlines and if unsure, ask
- V. Take an active role in the advising process
- VI. Research and discuss career options with advisor.
- VII. Seek out opportunities for involvement, leadership, and professional development within the OTD program and CPHS.

Students are encouraged to view the [CPHS Current Student Resources](#) for tools, resources, and Frequently Asked Questions (FAQ's) regarding advising.

Student Occupational Therapy Organizations and Committees

Several occupational therapy and interprofessional student organizations exist within the college for students to join and participate in. In addition to the national organizations, fraternities and honor societies, students apply and serve as representatives on college committees including the Honor Code committee. A complete list of CPHS student organizations and other opportunities for involvement can be obtained on the [CPHS Student Organizations and College Committees website](#).

Meeting Time for Organizations

Specific times for each department-specific organization to meet will be determined based on course schedules each semester. Additionally, college committees will establish standard meeting times based on members' availability. The desire is to provide a block of time for student organizations and college committees to meet with reduced incidence of scheduling conflicts. Experiential education that requires students to be off campus is exempt from this policy.

Occupational Therapy Tuition/Fees and Scholarships

For information about tuition and fees for OTD students, please visit the [Financial Aid Office website](#). Refund policy information is also available at this site.

Each year OTD students may apply for occupational therapy scholarships. Students should refer to the website regularly for updated information about scholarships and pay special attention to individual deadlines for each scholarship. OTD students may apply for these scholarships for every year of enrollment in the College. Many scholarships include criteria that specifies student requirements to be a recipient. However, students are eligible to apply during the first year of the professional program.

Career Development

Career Accomplishment Data

At the College of Pharmacy and Health Sciences Doctoral Hooding and Commencement Ceremony each year, graduates complete surveys indicating their plans upon graduation, including employer, salary, and location.

Career Connection Opportunities

Only students can chart their own destinies, but the College tries to help in this endeavor by providing opportunities throughout the OTD curriculum. Faculty advisors are also a helpful resource, as well as the professional organizations that often hold sessions to assist in career planning and internship seeking.