Frequently Asked Questions
Application Process for Fall 2015

Department of Occupational Therapy
Colorado State University

**Application Summary**

What materials are required to apply?
- OTCAS application
- CSU Graduate School online application
- OT Department application materials

Specific criteria is outlined in the OT application

What are the minimum requirements to apply?
- Undergraduate cumulative GPA of 3.0 on a 4.0 scale
- Feasible plan to complete undergraduate degree prior to starting program
- Feasible plan to complete all prerequisites prior to starting program
- GRE – All three sections of the general test
- TOEFL score – Required for international applicants

Can I apply if I have not completed all the prerequisite requirements?
- You can be in the process of completing the prerequisites when you apply to the program; however, all prerequisites must be completed before the program begins in August.

Notification date:
All applicants are notified by US mail on or near March 16, 2015.

**Applicants:**
How many people apply to your program and how many people are accepted each year?
We had over 550 applications for Fall 2014 admission. We will be accepting 50 students for Fall 2015.

**Deadlines:**
What is the deadline for applying to the program?
All application materials must be received by January 15, 2015 including the OTCAS application, CSU Graduate School application and OT Departmental Materials (see page 3 of the OT application).

What if my OTCAS application is not verified by the January 15 deadline?
Applications will still be considered if the OTCAS application and fee have been submitted to OTCAS and the following complete application materials are received by the department by the deadline: CSU graduate application and all OT departmental application materials (see pages 3-4 of the OT application packet).

Are applications accepted for spring admission?
No, applications are only accepted for fall admission (August).
Am I notified if I have missing application materials?
No, applicants are not notified of missing application materials. It is the applicant’s responsibility for a complete application.

Evaluation of Application:
How is the application evaluated?
The application review process information is available on the Occupational Therapy web site under the Fall 2015 application materials.

When are applications reviewed?
Applications are reviewed after the January 15, 2015 deadline.

Essays:
What essays are required?
- Personal statement submitted in OTCAS application - Follow prompt in OTCAS application
- CSU OT Master’s Admissions Essay submitted to the OT Department - Follow prompt on page 3 of OT application
- Essay in CSU Graduate School Application – You are not required to write a new personal statement/essay (in addition to the two listed above). You can write on the CSU Graduate School application – See essay submitted to OT Department.

Fees:
What fees are required?
- OTCAS application fee (submitted to OTCAS)
- Colorado State University application fee (submitted to CSU when completing the online CSU Graduate School application)

GPA:
What is the average cumulative undergraduate GPA for people who are admitted?
The average cumulative undergraduate GPA for admitted students for Fall 2014 was 3.6.

How is my GPA calculated?
The cumulative undergraduate GPA is calculated on all courses taken up to the time that the undergraduate degree was received. This may include one school or a combination of several schools.

Are courses that I have taken after I completed my undergraduate degree used in calculating my cumulative undergraduate GPA?
No, only courses that are taken up to the time that the undergraduate degree was earned.

My GPA is below a 3.0. Can I apply?
Yes, if your cumulative undergraduate GPA is slightly below a 3.0 and the remainder of your application is very strong.

What if I have completed a 2nd bachelor’s degree or a master’s degree in another field?
How is my GPA calculated?
The cumulative GPA is calculated on the most recent and highest degree completed.
**GRE:**

**What sections of the GRE are required?**
All three sections of GRE general test are required.

**If I have taken the GRE more than once, what score is considered in my application?**
We use the highest GRE scores received in each individual section.

**Is there a minimum score required?**
No minimum score is required.

**What were the average scores for people who are admitted for Fall 2014?**
Analytical writing – 4.5; Verbal – 155; Quantitative - 150

**What is required by the application deadline date?**
You must have taken the GRE general test, received your scores and reported them on your OTCAS application. In addition, you must request an official score to be sent to CSU (#4075) from the GRE Testing Service. Although the official score is not required by the application deadline, the official score must be received by CSU and will be used to verify information reported on the OTCAS application.

**Prerequisites:**

**Do I have to have all my prerequisites completed prior to applying to the program?**
No, you can be in the process of completing the prerequisites when you apply to the program (including fall, spring and summer sessions); however, all prerequisites must be completed before the program starts in August 2015.

**How do I submit my plan for completing the prerequisite requirements?**
The plan is submitted electronically to the Occupational Therapy Department. See page 4 of the OT application under OT Departmental Application Materials. List all prerequisite courses that you have completed and plan to complete before the program begins in August.

**Can I take some of the prerequisites during the fall semester of the Occupational Therapy program?**
No, all prerequisites must be completed before the program starts in August.

**How do I know if my prerequisites meet the requirements?**
You can follow the content requirements on the Occupational Therapy Department web site. If you have additional questions, you can send a course description or syllabus to the Occupational Therapy Department for review at otinfo@colostate.edu.

**What is the minimum grade requirement for the prerequisites?**
A grade of C is the minimum requirement; however, grades of A or B are recommended.

**Can I take a course for pass/fail for the prerequisites?**
No, courses must be taken for a letter grade.

**Is there a timeframe in which the prerequisites must be completed?**
The only courses that must be completed in a specific timeframe include:
- Brain and Behavior – last 10 years (2005 or later)
- Anatomy and Physiology – last 10 years (2005 or later)
- Statistics – last 10 years (2005 or later)
What courses meet the Brain and Behavior requirement?
Courses that meet this requirement include: Behavioral Neuroscience, Neurophysiology, Neuropsychology, Physiological Psychology, Cognitive Neuroscience, Biological Basis of Behavior, Neurobiology and Biological Psychology. These courses do not need to be reviewed and approved by our department.

If the institution that I am attending offers anatomy and physiology as a two or three part sequence, do I need to take all parts in the series?
Yes, all parts must be taken to cover all systems.

Will child psychology meet the Lifespan Development requirement?
No, the course or series of courses must cover the entire lifespan from birth to death.

Will a course from another institution meet the Biomechanics of Human Occupation requirement?
No, this course must be taken through Colorado State University. This course is offered only to students admitted to CSU-OT master’s program. Students take this course from July 20 to August 14, 2015 before starting the master’s program later in August. This course is offered as a web-based/in class lab hybrid and students will be required to attend a daily two-hour laboratory on campus (four days a week over four weeks).

Am I required to take Introduction to Occupational Therapy at Colorado State University?
No, this course can be completed at another institution if it meets the course content requirements.

Can I take Introduction to Occupational Therapy in the summer before beginning the program in August?
Yes, this course can be completed before or after applying to the program; however, it must be completed before the program starts in August.

Am I required to take an exam to meet the Medical Terminology requirement?
No, applicants have three options to meet this requirement: 1) Completing a course, 2) Certificate of completion from a hospital-based medical terminology course or 3) Successfully passing the challenge exam. The challenge exam is not recommended unless applicant has significant knowledge in medical terminology.

Will a course meet the Human Disease/Conditions requirement?
No, this requirement can only be completed by taking the exam. This exam is offered to students who have been admitted to CSU-OT master’s program and it will be given during the first two weeks of the fall semester.

References:

How many references are required?
Three references are required.

Is there a specific format for submitting the references?
Yes, follow the instructions in the OTCAS application.
The CSU Graduate School application states that I need to provide three references. Is this in addition to the references in the OTCAS application?
No, only three references are required. These references must be submitted to OTCAS. On the CSU Graduate School online application, you can list the same three references that you listed on the OTCAS application. References will not be required to submit information twice.

Are references required from specific people (occupational therapists, professors, etc).
No; however, we suggest references from academic professors, OT practitioners, employers, etc.

Is it advantageous to have references from people in a specific area?
No, choose whomever you feel can provide the best reference regarding your abilities to perform well in graduate school and your skills as a future occupational therapist.

Course Descriptions/Syllabi:
What is required?
Course descriptions/syllabi are required at the time of application for the following completed courses.
   * Brain and Behavior
   * Anatomy and Physiology

Course descriptions/syllabi are not required for Colorado State University courses.

* The following courses meet our Brain and Behavior requirement; therefore, course descriptions/syllabi are not required for the following: Behavioral Neuroscience, Neurophysiology, Neuropsychology, Physiological Psychology, Cognitive Neuroscience, Biological Basis of Behavior, Neurobiology and Biological Psychology.

How do I submit my course descriptions/syllabi?
These materials are submitted electronically to the Occupational Therapy Department. See page 4 of the OT application under OT Departmental Application Materials.

Are course descriptions/syllabi required for courses that I have not completed?
No, submit course descriptions/syllabi required for only completed courses.

I took the course a few years and I no longer have the course description/syllabus. How do I submit this information?
Contact the department from which you completed the course. If a course description/syllabus is no longer available from the semester in which you completed the course, we will accept a current course description/syllabus if you can verify that the content is the same as when you completed the course.

Transcripts:
What transcripts are required?
Submit transcripts from all institutions you have attended through Fall Semester 2014.
   * Official transcripts are submitted to OTCAS.
   * Unofficial transcripts are submitted electronically to the Occupational Therapy Department.
OTCAS:

How do I submit transcripts to OTCAS? What is the address?
In the colleges attended section of the OTCAS application, transcript request forms must be printed and sent to the Registrar’s Office of each institution that you have attended. This form will be included with your transcript when the Registrar’s Office sends your transcripts to OTCAS.

I have taken Colorado State University (CSU) courses. Do I need to submit CSU transcripts to OTCAS?
Yes, all transcripts must be submitted to OTCAS.

Department of Occupational Therapy:

How do I submit unofficial transcripts to the Department of Occupational Therapy?
Transcripts are submitted electronically to the Occupational Therapy Department. See page 4 of the OT application under OT Departmental Application Materials.

I have taken Colorado State University (CSU) courses. Do I need to submit unofficial CSU transcripts to the Department of Occupational Therapy?
Yes, all transcripts must be submitted to the Department of Occupational Therapy.

Other information regarding transcripts

Are transcripts required for courses that are listed on another transcript?
Yes, transcripts must be submitted from every institution attended.

Are transcripts required for courses that do not count towards my undergraduate degree?
Yes, transcripts must be submitted from every institution attended.

Do I need to submit transcripts for college level courses taken while in high school?
Yes, transcripts from the college from which you took the courses must be submitted. High school transcripts are not required.

Do I need to submit transcripts for study abroad courses?
If the study abroad courses were sponsored by an institution in the US and the courses and grades are listed on that US transcript, transcripts from the international institution are not required. If courses and grades do not appear on the US transcript, transcripts are required from the international institution.

Work/Volunteer Experience:

How many hours are required for work/volunteer experience?
Although we want applicants to have some work/volunteer experience with people with disabilities or observation hours with an occupational therapist, we do not require applicants to document this information in the application. These hours are not a part of the application review process.