

Date Submitted: 11/23/21 1:17 pm

# Viewing: **720OTDPSTP : Post-Professional**

Parent Plan: [MAJ: Occupational Therapy OTD](#)

Last approved: 04/15/21 4:51 pm

Last edit: 12/06/21 10:20 am

Changes proposed by: sychta

Catalog Pages Using this Program

[Occupational Therapy: Post-Professional, OTD](#)

Name of the school or college academic planner who you consulted with on this proposal.

Name
Maddie Sychta - EDU

## In Workflow

1. **KINESIO Dept. Approver**
2. **EDU School Admin Reviewer**
3. **EDU School Approver**
4. APIR Admin
5. GFEC Approver
6. UAPC Approver
7. Registrar

## Approval Path

1. 11/29/21 2:06 pm  
Lisa Cappabianca (lcappabianca): Approved for KINESIO Dept. Approver
2. 12/06/21 10:09 am  
Maddie Sychta (sychta): Approved for EDU School Admin Reviewer

## History

1. Oct 15, 2020 by Sharon Gartland (sgartland)
2. Apr 15, 2021 by Maddie Sychta (sychta)

### Proposal Abstract/Summary:

The Occupational Therapy program in the department of Kinesiology has decided to suspend admissions and discontinue the Post-Professional option in the Occupational Therapy, OTD program. This proposal also removes redbox course E P D 703 from the Guide Requirements tab.

If approved, what term should the proposed change start? (usually the next fall term)

Fall 2022 (1232)

Is the change being proposed only a curricular change that would impact fewer than 50% of the credits in the program (i.e., plan or subplan) under consideration?

No

## Basic Information

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Program State: Suspend, will be discontinued Active

Type of Program: Named Option

Parent Program: MAJ: Occupational Therapy OTD

Parent Audience: Graduate or professional

Parent Home Department: Kinesiology (KINESIO)

Department:

Parent School/College: School of Education

School/College:

The program will be governed by the home department/academic unit as specified. Will an additional coordinating or oversight committee be established for the program?

No

Parent is in the Graduate School: Yes

School:

Parent Award: Doctor of Occupational Therapy

SIS Code: 720OTDPSTP

SIS Description: Post-Professional

Transcript Title: Post-Professional

Named Options: 7200TDELVL: Entry Level  
7200TDPSTP: Post-Professional

Does the parent program offer this as an additional major as well? No

## Suspension and Discontinuation

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What is the last term that a student could declare this program?  
(1226) Summer 2022

What is the last term that students may be enrolled in or complete the program?  
(1246) Summer 2024

What is the timeline and advance communication plan?

Upon approval, the program director will communicate the suspension and discontinuation with current and prospective students.

Explain the precipitating circumstances or rationale for the proposal.

The Post-Professional option has low enrollment, much less than originally projected. Current enrollments are not sustaining program operations, as required by 131-programs. Competition has increased, as there are currently 62 online and face to face post-professional programs available to occupational therapists seeking an OTD nationwide (including three other programs in Wisconsin). Most programs are cheaper and less rigorous than the SoE program. Additionally, the MSOT program will be discontinued as of Fall 2022, further decreasing the pipeline of potential students.

What is the potential impact on enrolled students?

Enrolled students must complete program requirements by Summer 2024. The program director will advise students to complete requirements by Summer 2024 and will work with them to create a plan.

What is the potential impact on faculty and staff?

The impact on faculty and staff will be minimal, as the program will continue to offer the Entry-Level option for students.

Explain and provide evidence of efforts made to confer with and to notify faculty and staff.

The program decided to discontinue the Post-Professional option after conducting a self-study as required by the program review process. Program faculty/staff have requested approval from the Graduate Studies Committee in addition to the department of Kinesiology.

Explain and provide evidence of efforts made to confer with and to notify current students.

The program director has contacted and notified current students of the plan to discontinue the Post-Professional option. Students will be supported via advising in order to complete the Post-Professional option by Summer 2024. The program director regularly meets with students to discuss progress at the end of each semester.

Explain and provide evidence of efforts made to confer with and to notify alumni and other stakeholders.

The program director has communicated the discontinuation with alumni and other stakeholders via alumni mailings. She does not anticipate that this will generate concern from alumni and/or other stakeholders.

Teach-out plan - How will program quality be maintained during the suspended period or the teach-out period for discontinued programs?

The department of Kinesiology will continue to offer courses for enrolled students to support program completion. The program director will work with current students to create a plan to complete requirements before the discontinuation. The OT program continues to offer the Entry Level OTD option.

Teach-out plan: A) For currently enrolled students, how will required courses, curricular elements, advising and other student services be provided?

Courses will be offered for students as planned. The program will ensure that courses are available for students to finish in spring 2024. The program director will continue to advise students.

Teach-out plan: B) For prospective students in the admissions pipeline, how are any commitments being met or needs to notify them that their program of interest will not be available?

The program director will communicate with prospective students directly and update all program materials (website, mailings, Google ads, etc.), as applicable. The Guide will be updated to communicate the suspension of admissions and the discontinuation as well.

Teach-out plan: C) For stopped out students, what provisions are made for their re-entry? What program(s) will they be re-entered into?

It is unlikely that there will be stopped out students interested in re-entering the Post-Professional option. If students are interested in earning their OTD post-MSOT, the program director will refer potential students to programs at different institutions, including the three OTD programs in Wisconsin.

Teach-out plan: D) Provide any other information relevant to teach-out planning.

Roles by Responsibility: List one person for each role in the drop down list. Use the green + to create additional boxes.

Role Type	Name (Last, First)	Email	Phone	Title
Department Chair	<u>Mason, Andrea</u> <del>Diffie, Gary</del>	<u>andreamason@wisc.edu</u> <del>gmdiffie@wisc.edu</del>	<u>608/262-9904</u> <del>608/262-7732</del>	
Primary Contact	Gartland, Sharon	sgartland@wisc.edu	608/890-3299	
Faculty Director	Farrar Edwards, Dorothy	dfedwards@wisc.edu	608/262-7421	
Primary Dean's Office Contact	<u>Diffie, Gary</u> <del>Kelley, Carolyn</del>	<u>gmdiffie@wisc.edu</u> <del>ckelley@wisc.edu</del>	<u>608/262-7732</u> <del>608/263-5733</del>	

List the departments that have a vested interest in this proposal.

Departments
Communication Sci & Disorders (COM SCI DIS)
School of Med & Pub Hlth ACAF (SMPH ACAF)

Are all program reviews in the home academic unit up to date? Yes

Are all assessment plans in the home academic unit up to date? Yes

Are all assessment reports in the home academic unit up to date? Yes

Mode of Delivery:

Distance Education (100% online)

Provide information on how any lab courses required for the degree will be handled.

No lab courses are required

Will this program be part of a consortial or collaborative arrangement with another college or university? No

Will instruction take place at a location geographically separate from UW-Madison? No

Parent has outside accreditation: Yes

Parent Guide

Accreditation tab

In March 2020, the Occupational Therapy Doctoral (OTD) program was granted Candidacy Status with the [Accreditation Council for Occupational Therapy Education \(ACOTE\)](#) and advanced to the Preaccreditation Review step with the self-study due in 2022. With Candidacy Status, the program is eligible to admit students.

[Doctoral-Degree-Level Occupational Therapy Program \(Program with Candidacy Status\)](#)

The UW-Madison entry-level occupational therapy doctoral degree program has applied for accreditation and has been granted Candidacy Status 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-AOTA and its Web address is [www.acoteonline.org](http://www.acoteonline.org). The program must have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Graduates of parent program seek licensure or certification after graduation. Yes

## CERTIFICATION/LICENSURE

### National Board for Certification in Occupational Therapy

To look up NBCOT pass rates for MSOT Program <https://www.nbcot.org/en/Educators/Home#SchoolPerformance>

Year of Exam	UW-Madison Graduates: First Attempt	National: First Attempt
2018	100%	71%
2017	100%	74%
2016	100%	72%

Note: The table shows pass rates on the national certification exam. Licenses are awarded at the state level. Students in the post-professional named option are required to already be licensed, and students in the entry-level named option will become eligible for the licensure exam.

Approved Shared Content from /shared/university-professional-certification-licensure-disclosure-nc-sara/

Last Approved: Apr 15, 2021 12:21pm

### **Professional Certification/Licensure Disclosure (NC-SARA)**

The United States Department of Education requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure about whether each program meets state educational requirements for initial licensure or certification. Following is this disclosure information for this program:

**The requirements of this program meet Certification/Licensure in the following states:**

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, District of Columbia; American Samoa, Guam, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands

**The requirements of this program do not meet Certification/Licensure in the following states:**

Not applicable

**The requirements of this program have not been determined if they meet Certification/Licensure in the following states:**

Not applicable

How does the named option relate to the major and to other named options in the major, if relevant?

Coursework in the Post Professional OTD academic plan is being moved into this named option to account for the creation of an entry-level named option. This Post-Professional Occupational Therapy Doctorate is for occupational therapists to get advanced clinical doctorate training in a fully online part-time program (34 credits). All students in this named option already have a Masters degree as well as are trained and credentialed in Occupational Therapy. This degree overlaps significantly with the EL-OTD program courses (18 credits).

## Diversity and Inclusion

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Describe how the proposed program curriculum and learning outcomes will advance inclusive excellence. Discuss specific components and requirements within the curriculum that will offer students opportunities and learning activities to engage in diversity with respect to perspectives, theories, practices, and populations different from themselves. If internships or clinical, practicum, or experiential learning experiences will be required, discuss how students will have access to diverse practice settings.

Parent Value

Discuss how the proposed program will actively pursue an equity in student recruitment, access, retention, and degree completion. Describe specific strategies to identify and recruit a diversified student population for programs that do direct admissions. Include evidence-based and effective practices. Provide examples of academic and student support services that will be implemented to support student learning success and completion.

Parent Value

Consider how the proposed program will ensure equity in recruiting and hiring of faculty, instructional staff, and staff who will oversee the program curriculum, professional/career development experiences, and research/scholarship where relevant.

Parent Value



Note any plans or strategic initiatives at the university that are closely linked with the development of the proposed program. Note how efforts will align with the appropriate and applicable accreditation standards that address diversity where relevant. To the extent that the response to questions related to diversity, equity, and inclusion are connected to plans at the department, school/college or university, make those connections explicit where relevant.

Parent Value

## Faculty and Staff Resources

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Confirm that the program advisor(s) or coordinator(s) have been consulted and reviewed this proposal. Yes

## Resources, Budget, and Finance

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Is this a revenue program? Yes

Upload the 131 spreadsheet.

What is the tuition structure for this program?

Online/Distance per-credit tuition

Select a tuition increment:

\$1,000/credit

What is the rationale for selecting this tuition increment?

We were previously at \$1150 and want to drop it to \$1000 per credit (with a scholarship available to in-state students so they would pay \$800 per credit) to match the tuition increment for the Entry Level OTD as well as to stay competitive with other programs.

Will segregated fees be charged?

No

Provide an overview of plans for funding the program including but not limited to program administration, instructional/curricular delivery, technology needs and program assessment.

The program will be funded by tuition dollars.

Given considerations associated with the proposed change, describe the academic unit's fiscal capacity to support the instructional and curricular requirements, academic and career advising, student support services, technology needs, and relevant assessment of student learning and program review requirements. Is there sufficient capacity in the curricular and academic support services to meet the additional workload? For research graduate programs, include information on how the program will be administered and how student funding will be handled. For undergraduate programs, include information on academic advising, career advising, student support services.

Does the program or change require substantial new resources other than those just described? Describe the needs. Confirm that the dean is committed to providing the resources.

The program does not require substantial new resources other than those currently in place.

## Curriculum and Requirements

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What percentage of the curriculum, if any, is being proposed to change via this proposal?

No change to the curriculum

Parent Plan Admissions/How To Get In Requirements

Students apply to the Occupational Therapy Doctorate through the Entry-Level named option:

[Entry-Level](#)

Guide Admissions/How to Get In tab

Admissions to the Occupational Therapy: Post-Professional, OTD program have been suspended as of Summer 2022 and will be discontinued as of Summer 2024. If you have any questions, please contact the department.

Approved Shared Content from /shared/graduate-school-admissions/

Last Approved: Apr 15, 2021 12:15pm

Please consult the table below for key information about this degree program’s admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program’s website. Graduate admissions is a two-step process between academic programs and the Graduate School. **Applicants must meet the minimum requirements of the Graduate School as well as the program(s).** Once you have researched the graduate program(s) you are interested in, [apply online](#).

Fall Deadline	July 15
Spring Deadline	This program does not admit in the spring.
Summer Deadline	April 15
GRE (Graduate Record Examinations)	Not required.
English Proficiency Test	Every applicant whose native language is not English or whose undergraduate instruction was not in English must provide an English proficiency test score and meet the Graduate School minimum requirements ( <a href="https://grad.wisc.edu/apply/requirements/#english-proficiency">https://grad.wisc.edu/apply/requirements/#english-proficiency</a> ).
Other test(s) (e.g., GMAT, MCAT)	n/a
Letters of Recommendation	2

Required

Admission to the Post-Professional named option requires:

- Master’s degree from a regionally accredited school of higher education in occupational therapy or a related field.
- Registration as an occupational therapist or eligibility within first year of enrollment
- Transcripts from each college, university, or technical college attended showing work completed and in progress
- Personal statement responding to prompts provided on the graduate application
- Personal letters of recommendation (two required, optional for a third)

Those who are not familiar with using the html editor fields may upload a document with information about the curriculum for use by those who will format and edit the content that will appear in the Guide.

Parent Requirements

Approved Shared Content from /shared/graduate-minimum-degree-requirements-and-satisfactory-progress/

Last Approved: Apr 15, 2021 12:16pm

## Minimum Graduate School Requirements

Review the Graduate School minimum [academic progress and degree requirements](#), in addition to the program requirements listed below.

## Major Requirements

### MODE OF INSTRUCTION

Face to Face	Evening/Weekend	Online	Hybrid	Accelerated
No	No	Yes	No	No

#### Mode of Instruction Definitions

Approved Shared Content from /shared/graduate-school-mode-instruction-definitions/

Last Approved: Apr 15, 2021 12:16pm

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students are able to complete a program with minimal disruptions to careers and other commitments.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

Minimum Credit Requirement	See Named Option for policy information
Minimum Residence Credit Requirement	32 credits
Minimum Graduate Coursework Requirement	Half of degree coursework must be completed graduate-level coursework; courses with the Graduate Level Coursework attribute are identified and searchable in the university's Course Guide ( <a href="http://my.wisc.edu/CourseGuideRedirect/BrowseByTitle">http://my.wisc.edu/CourseGuideRedirect/BrowseByTitle</a> ).
Overall Graduate GPA Requirement	3.00 GPA required.
Other Grade Requirements	The Graduate School requires students maintain a graduate grade point average (GPA) of 3.00 (on a 4.00 scale) for courses numbered 300 and above (excluding research) to receive a degree. Conditions for probationary status may require higher grades. Grades of Incomplete are considered to be unsatisfactory if they are not removed during the next enrolled semester.

Assessments and Examinations	Capstone project proposal and final product must be reviewed and approved by a dissertation committee of graduate faculty per Graduate School policy.
Language Requirements	No language requirements.
Doctoral Minor/Breadth Requirements	Breadth is provided via interdisciplinary training (minor requirement waived).

## Required COURSES

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[Select a Named Option for courses required.](#)

## Named Options

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree [conferral. Students pursuing the Occupational Therapy Doctorate must select the following named option:](#)

View as list

View as grid

### Occupational Therapy: Entry Level, OTD

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### Occupational Therapy: Post-Professional, OTD

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Guide Requirements tab

Approved Shared Content from /shared/graduate-minimum-degree-requirements-and-satisfactory-progress/

Last Approved: Apr 15, 2021 12:16pm

## Minimum Graduate School Requirements

Review the Graduate School minimum [academic progress and degree requirements](#), in addition to the program requirements listed below.

## Named Option Requirements

### mode of instruction

Face to Face	Evening/Weekend	Online	Hybrid	Accelerated
No	No	Yes	No	No

#### Mode of Instruction Definitions

Approved Shared Content from /shared/graduate-school-mode-instruction-definitions/

Last Approved: Apr 15, 2021 12:16pm

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students are able to complete a program with minimal disruptions to careers and other commitments.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### curricular requirements

Minimum Credit Requirement	64 credits (34 beyond the M.S.)
Minimum Residence Credit Requirement	32 credits
Minimum Graduate Coursework Requirement	Half of degree coursework must be completed graduate-level coursework; courses with the Graduate Level Coursework attribute are identified and searchable in the university's Course Guide ( <a href="https://my.wisc.edu/CourseGuideRedirect/BrowseByTitle">https://my.wisc.edu/CourseGuideRedirect/BrowseByTitle</a> ).
Overall Graduate GPA Requirement	3.00 GPA required.
Other Grade Requirements	The Graduate School requires students maintain a graduate grade point average (GPA) of 3.00 (on a 4.00 scale) for courses numbered 300 and above (excluding research) to receive a degree. Conditions for probationary status may require higher grades. Grades of Incomplete are considered to be unsatisfactory if they are not removed during the next enrolled semester.

Assessments and Examinations	Capstone project proposal and final product must be reviewed and approved by a dissertation committee of graduate faculty per Graduate School policy.
Language Requirements	No language requirements.
Doctoral Minor/Breadth Requirements	Breadth is provided via interdisciplinary training (minor requirement waived).

## required courses

<b>Fall 1</b>		
<a href="#">OCC THER 811</a>	Applied Leadership and Management in OT	3
<a href="#">OCC THER 871</a>	Application of Occupational Therapy Evidence in the Practice Environment	2
Elective course <sup>1</sup>		1-3
<b>Spring 1</b>		
<a href="#">OCC THER 872</a>	Using Information to Optimize Practice	3
<a href="#">KINES 785</a>	Human Occupation and Health	2
<a href="#">OCC THER 880</a>	Introduction to Capstone	1
Elective course <sup>1</sup>		1-3
<b>Summer</b>		
<a href="#">OCC THER 812</a>	Current Trends Shaping Occupational Therapy Practice	3
<a href="#">OCC THER 873</a>	Advanced Outcome Measurement in Occupational Therapy	3
<a href="#">OCC THER 814</a>	Communicating OT to Interprofessional Audiences	3
<b>Fall 2</b>		
<a href="#">OCC THER 881</a>	Capstone Project 1	3
<a href="#">OCC THER 813</a>	Advanced Practice in Interprofessional Contexts	3
Elective course <sup>1</sup>		1-3
<b>Spring 2</b>		
<a href="#">OCC THER 882</a>	Capstone Project II	3
Elective course <sup>1</sup>		2-3
Total Credits		34-41

<sup>1</sup>

Five total elective credits must be taken. Options include [OCC THER 890](#) Inter-Professional Development for Leadership, [KINES 699](#) Independent Study, or E P D courses, including: [E P D 701](#) Writing for Professionals, [E P D 702](#) Professional Presentations, [E P D 704](#) Organizational Communication and Problem Solving, or [E P D 713](#) [Course E P D 713 Not Found](#).

Total credits required:

34

Parent Plan Graduate Policies

[Students should refer to the Entry-Level named option for policy information:](#)

[Entry-Level](#)

Guide Graduate Policies tab

Approved Shared Content from /shared/graduate-school-policies/

Last Approved: Apr 15, 2021 12:16pm

## Graduate School Policies

The [Graduate School's Academic Policies and Procedures](#) provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the degree program faculty. Policies set by the academic degree program can be found below.

## Named option-specific policies

### prior coursework

#### Graduate Work from Other Institutions

With program approval, students are allowed to count up to 30 credits of graduate coursework from other institutions. Coursework should be less than five years old to be considered, additional justification and/or documentation are needed for work taken between five and ten years. Work more than ten years old will not be considered.

#### UW-Madison Undergraduate

No undergraduate coursework will be allowed to count toward OTD requirements.

#### UW-Madison University Special

With program approval and payment of the difference in tuition (between University Special and Graduate tuition), students are allowed to count no more than 9 credits of coursework numbered 300 or above taken as a UW-Madison University Special student. These credits are considered part of the total allowable credits available for a student to transfer. Coursework should be less than five years old to be considered; additional justification and/or documentation is needed for work taken between five and ten years. Work more than ten years old will not be considered.

### Probation

The Graduate School regularly reviews the record of any student who earned grades of BC, C, D, F, or Incomplete in a graduate course (300 or above), or grade of U in research credits. This review could result in academic probation with a hold on future enrollment or in being suspended from the Graduate School. See Probation on the Graduate



with a hold on future enrollment or in being suspended from the Graduate School. See Probation on the Graduate School website.

## Advisor / committee

Every graduate student is required to have an advisor to meet UW information management needs, and accordingly, and of its own volition, the department assigns an advisor to each student. The advisor is a graduate or clinical faculty member.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis. The OTD Program Coordinator will advise students in the early stages of their studies until a permanent advisor is assigned. The advisor may also serve on the student's capstone project committee.

## Credits per term allowed

15 credits

## time constraints

Doctoral degree students who have been absent for five or more consecutive years lose all credits that they have earned before their absence. Individual programs may count the coursework students completed prior to their absence for meeting program requirements; that coursework may not count toward Graduate School credit requirements.

## Grievances and Appeals

Approved Shared Content from /shared/graduate-school-grievance-policy/

Last Approved: Apr 15, 2021 12:17pm

These resources may be helpful in addressing your concerns:

[Bias or Hate Reporting](#)

[Graduate Assistantship Policies and Procedures](#)

[Hostile and Intimidating Behavior Policies and Procedures](#)

[Office of the Provost for Faculty and Staff Affairs](#)

[Dean of Students Office](#) (for all students to seek grievance assistance and support)

[Employee Assistance](#) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)

[Employee Disability Resource Office](#) (for qualified employees or applicants with disabilities to have equal employment opportunities)

[Graduate School](#) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)

[Office of Compliance](#) (for class harassment and discrimination, including sexual harassment and sexual violence)

[Office of Student Conduct and Community Standards](#) (for conflicts involving students)

[Ombuds Office for Faculty and Staff](#) (for employed graduate students and post-docs, as well as faculty and staff)

[Title IX](#) (for concerns about discrimination)

Approved Shared Content from /shared/education-grievance-policy/

Approved content from /shared/education/grievance-policy/

Last Approved: Apr 15, 2021 12:17pm

Any student who feels that they have been treated unfairly by a faculty or staff member has the right to complain about the treatment and to receive a prompt hearing of the grievance, following these grievance procedures. The complaint may concern course grades, classroom treatment, program admission, or other issues. To insure a prompt and fair hearing of any complaint, and to protect both the rights of the student and the person at whom the complaint is addressed, the procedures below are used in the School of Education.

The person whom the complaint is directed against must be an employee of the School of Education. Any student or potential student may use these procedures unless the complaint is covered by other campus rules or contracts. The following steps are available within the School of Education when a student has a grievance:

The student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant, and the student is not satisfied, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is not resolved satisfactorily, the student may continue to step 2.

If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.

On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a timely written decision to the student on the action taken by the committee.

If either party is not satisfied with the decision of the department, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.

In either case, there will be an attempt to resolve the issue informally by the associate dean. If this cannot be done, the complaint can be filed in writing with the dean's office. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.

On receipt of such a written complaint, the associate dean will convene a subcommittee of the school's Equity & Diversity Committee. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Education who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from the date when the grievance was filed with the dean's office.

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race,

color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, UW–System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the [Office of Compliance](#), 361 Bascom Hall, 608-265-6018, [uwcomplianceoffice@wisc.edu](mailto:uwcomplianceoffice@wisc.edu).

## OTHER

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None.

## Program Learning Outcomes and Assessment

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### Parent Program

#### Learning Outcomes

Articulate and apply underlying occupation-based theories, concepts and techniques of occupational therapy intervention for a variety of contexts.

Formulate systems to gather, analyze and interpret data and present to a professional audience.

Demonstrate active involvement in professional development, leadership, and advocacy for the benefit of constituents and the profession.

Synthesize current knowledge, available evidence and responses to interventions to inform new approaches to practice problems.

Demonstrate commitment to healthy long-term professional growth through the creation, implementation, and monitoring of a career development plan including application of wellness and prevention strategies.

Summarize the assessment plan.

Learning Outcomes will be assessed through both direct and indirect assessment methods. A primary outcome will be the completion and presenting of a culminating Capstone Project. Other assessments include course evaluations, graded assignments, annual student focus groups, exit survey, 1 year and 5 year alumni survey and employer survey.

## Commitments

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All required courses are approved through the school/college level.

Yes

Courses are offered on a regular basis to allow timely completion.

Yes

Courses have enrollment capacity.

Yes

Students may complete only 1 named option within a plan code.

Yes

The program faculty/staff will ensure the program website, Advance Your Career materials if applicable, and other presentations are consistent with the Guide information for this program.

Yes

## Supporting Information

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List name and department of those who are in support of this proposal.

If those supporting the proposal provided a letter or email of support upload here. A letter is NOT required. Upload any other explanatory information about support from other UW-Madison units.

Additional Information:

## Approvals

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*Department Approval - This proposal has been approved by the faculty at the department/academic unit level. The program faculty confirm that the unit has the capacity and resources (financial, physical, instructional, and administrative) to meet the responsibilities associated with offering the program, including offering the necessary courses, advising students, maintaining accurate information about the program in the Guide and elsewhere, conducting student learning assessment and program review, and otherwise attend to all responsibilities related to offering this program.*

Enter any notes  
about approval  
here:

The department of Kinesiology approved this program proposal on 11/12/2021.

Entered by: Maddie Sychta

Date entered: 11/29/2021

*School/College Approval - This proposal has been approved at the school/college level and it is submitted with the Dean's support. The Dean and program faculty confirm that the unit has the capacity and resources (financial, physical, instructional, and administrative) to meet the responsibilities associated with offering the program, including offering the necessary courses, advising students, maintaining accurate information about the program in the Guide and elsewhere, conducting student learning assessment and program review, and otherwise attend to all responsibilities related to offering this program.*

Enter any notes  
about approval  
here:

This proposal has been approved by the SoE Programs Committee on 12/3/2021. This proposals  
has been approved by the SoE APC on

Entered by and           Maddie Sychta  
date:                      Date entered:

*GFEC Approval - This proposal has been approved by the Graduate Faculty Executive Committee and the Dean of the Graduate School.*

Enter any notes  
about the approval  
here:

Entered by:  
Date entered:

*UAPC Approval - This proposal has been approved by the University Academic Planning Council and the Provost.*

Enter any notes  
about approval  
here:

Entered by:  
Date entered:

## For Administrative Use

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Admin Notes:

Guide URL:

/graduate/kinesiology/occupational-therapy-otd/occupational-therapy-post-professional-otd/

SIS effective date:

Guide publish  
date/type:

Tuition start term:

SIS Short                      Post-Prof

Description:

Other plan codes associated with this program:

Educational Innovation Program: One or more options associated with this plan is

Distance Education Program: One or more options associated with this plan is

Non Traditional Program: One or more options associated with this plan is

Special Plan Type: One or more options associated with this plan are Non-Pooled options

Scan this proposal:

Upload documents that should be scanned:

Reviewer  
Comments

Key: 1124