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Appendix I:

Admissions Committee Policy & Procedures Handbook

Doctor of Physical Therapy Program

Admission Committee
School of Physical Therapy Faculty
Policy & Procedures

BGSU | Doctor of
Physical Therapy

BOWLING GREEN STATE UNIVERSITY

Bowling Green State University
Physical Therapy Program
Admissions Committee Policy & Procedures

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1. INTRODUCTION

Bowling Green State University (BGSU)'s Doctor of Physical Therapy (DPT) program adheres to the non-discrimination policy established by the University:

BGSU does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including pregnancy, sexual harassment and other sexual misconduct including acts of sexual violence such as rape, sexual assault, sexual exploitation and coercion), gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law.

In consideration of the above policy, persons with bachelor's degrees from accredited institutions, who meet the pre-requisites established by BGSU's DPT Program and demonstrate promising scholastic standing, along with professional potential, will be considered for admission.

2. RECRUITMENT

The program website is the primary tool for prospective student recruitment. Requests for Information (RFI) and Express Interest Forms (EIF) are used to capture leads from the BGSU graduate college website page, the BGSU School of Physical Therapy webpage, a BGSU DPT program page, and landing page that will feature paid media advertisements. Lead data is captured and funneled securely using a secure file transfer protocol.

Several program features serve to promote the recruitment of a diverse student population. Student diversity is facilitated by the 2-year curriculum and blended hybrid learning model; features that allow recruitment of traditional and non-traditional students from across the country and from varied socioeconomic backgrounds. The admissions process utilizes a holistic review and does not include/require traditional standardized testing (GRE) or use admissions interviews for the selection of applicants.

Recruitment efforts focus on states that have a limited number of physical therapy schools, as well as 4-year minority serving institutions (MSI) targets, Central State University (CSU) and Union Institute and University (UIU) in the Ohio state region. The BGSU DPT website includes all required information related to accreditation status, curriculum, state authorizations, admissions requirements, application procedures, estimated program costs, and outcome data and is updated as new information becomes available. A mechanism for filing complaints is also provided on the program website. BGSU institutional catalogs and academic calendars are available for download within the university website linked within our program's landing page. Prospective students are invited to submit an inquiry form on the landing page for general admissions information.

Specific recruitment activities include but are not necessarily limited to: informational webinars, participation in University Fairs, specifically Health Professions Fairs; virtual college fairs; presentations and promotional activities to university clubs including the pre-physical therapy club, undergraduate student clubs; joint faculty research efforts with BGSU athletics teams; prospective student onsite lab immersion visits, and informational mailings to and meetings with university advisors. Additionally, a variety of social media outlets, such as

Facebook, Instagram, Twitter, and LinkedIn are used to promote the BGSU DPT program and recruit prospective students. Prospective students can schedule a campus lab immersion tour throughout the year, and individual appointments with the Director of Admissions are available upon request. Program leadership contact information is made available on both the program and school website and PTCAS program page.

The following describes persons who would benefit from the below outlined recruitment activities: An undergraduate or post-undergraduate student, either interested or ready to apply to the program, can take advantage of the opportunity to meet with the Director of Admissions and current physical therapy graduate students about their educational experience.

2.1. Informational Webinars

BGSU Physical Therapy informational webinar sessions are intended to offer a preview to potential candidates interested in the Doctor of Physical Therapy program at Bowling Green State University. An overview of the unique, 2-year accelerated hybrid DPT program as well as admissions criteria for the Doctor of Physical Therapy program are provided. Attending these sessions allows interested students to learn about the DPT program and participate in a question-and-answer session with the Director of Admissions. Additionally, one or more faculty members or current students will be present to answer questions.

2.2. BGSU Preview Day

The School of Physical Therapy will participate in Bowling Green State University's Preview Day, a campus-wide event hosted for prospective high school students, intended to offer a preview to potential candidates interested in the Doctor of Physical Therapy program at Bowling Green State University. An overview of the unique, 2-year accelerated hybrid DPT program as well as admissions criteria for the Doctor of Physical Therapy are provided. Attending these sessions allows interested students to learn about the DPT program and participate in a question-and-answer session with the Director of Admissions. Additionally, one or more faculty members or current students will be present to answer questions.

2.3. Onsite Immersion Visits & Open Houses

The School of Physical Therapy will host onsite visits to scheduled DPT program synchronous lab immersion events. Interested students will be provided with a real-time overview of the unique, 2-year accelerated hybrid DPT program as well as admissions criteria for the School of Physical Therapy. Attending these onsite sessions allows interested students to learn about the DPT program and participate in a question-and-answer session with the Director of Admissions. Additionally, one or more faculty members or current students will be present to answer questions. Prospective students can schedule a lab immersion tour throughout the year with the Director of Admissions and Student Ambassadors.

3. DPT ADMISSIONS COMMITTEE

The Admissions Committee (AC) is responsible for matters concerning student admission to the entry-level DPT program including recruitment, application, selection, and matriculation using evidence-supported admissions criteria. This committee is responsible for overseeing faculty involvement in a transparent admissions process that guarantees nondiscrimination and equal opportunity for all applicants.

Meeting Parameters: The AC will conduct meetings as necessary to discuss elements related to admission criteria, admission processes, and admission/enrollment assessment. Minutes are

kept of these meetings by the DA or designee and are disseminated to the Oversight Committee and other relevant stakeholders including the Program Chair. Admissions Committee activities are a standing agenda item for Oversight Committee and Committee of the Whole meetings.

3.1. Composition

The committee is comprised of the Director of Admissions (DA), Admissions Coordinator (AC), Director of Student Affairs (DSA), Director of Diversity and Belonging (DDB), at least two appointed core faculty members, and Program Director (PD) (ex-officio).

3.1.a. Chair

The Director of Admissions (DA) serves as the chair or assigns a designee in absence.

3.1.b. Director of Admissions

The chair of the Admissions Committee is the Director of Admissions as a standing member and serves the following roles in an unlimited term:

- Directs all day-to-day operations regarding student recruitment and admissions processes.
- Serves as program liaison with BGSU Graduate College, College of Health & Human Services (CHHS) Admissions Departments, and Evidence in Motion (EIM), LLC partner.
- Serves as the primary faculty contact for all student inquiries requiring more specific information than is offered by the BGSU Graduate College, College of Health & Human Services Admissions Departments and Evidence in Motion, LLC partner offices.
- Plans and oversees program recruitment efforts, to include monthly informational webinars.
- Assures nondiscrimination and equal opportunity during the admissions process for all prospective students.
- Educates all faculty regarding the admissions process, including specific emphasis on their role in applicant screening, interviewing, and selection.
- Directs staff support personnel who assist with assembling and disseminating admissions information, receiving applications, entering data, and preparing files for faculty review.
- Annually reviews the admissions process and criteria and makes recommendations to the faculty regarding changes.
- Coordinates an update of the program website, handbooks, and informational brochures relative to student recruitment and admissions to ensure current and relevant information is provided to all prospective students.
- Reports all recruitment and admissions activities as an agenda item in each faculty meeting.
- Reviews the recommendations made by the DPT Admissions Committee to either accept, deny, or waitlist the applicant(s) with the DPT Program Director.

3.1.c. Director of Diversity and Belonging

The Director of Diversity and Belonging is a standing member of the committee and serves the following roles in an unlimited term:

- Serves as program liaison with the BGSU Division of Diversity and Belonging.
- Provides oversight for recruitment efforts of underrepresented populations in healthcare professions to enhance diversity of the student body.

- Ensures alignment of application review criteria and program's diversity and belonging goals.
- Assist Chair in reviewing the admissions process (PTCAS applications) and criteria based on feedback and student outcomes.
- Assures nondiscrimination and equal opportunity during the admissions process for all prospective students.
- Make recommendations to faculty regarding admissions issues.

3.1.d. Committee Members

The admissions committee members, including the DSA, and at least two appointed core faculty members, and Program Director will serve the following roles for two-year terms:

- Assist Chair in reviewing the admissions process (PTCAS applications) and criteria based on feedback and student outcomes.
- Make recommendations to faculty regarding admissions issues.
- Provide support and oversight during entire admissions process (application submissions, screening, and selection) to assure nondiscrimination and equal opportunity for all applicants.

3.1.e. Non-Committee School of PT Faculty Members

Non-Committee faculty members serve the following roles:

- Perform review of applications as assigned and rate prospective students based on established rubrics.
- Score applicant personal statements and letters of recommendation using established rubrics.
- Participate in student selection.

3.1.f. Program Director

The Program Director serve the following roles on this committee:

- Serves as ex-officio in an unlimited term
- Assures nondiscrimination and equal opportunity during the admissions process for all prospective students.
- Assigns core faculty members to committee in consultation with chair.
- Reviews the recommendations made by the DPT Admissions Committee to either accept, deny, or waitlist the applicant(s) with the Director of Admissions.

3.1.g. Admissions Coordinator

The Admissions Coordinator (AC), on this committee, serve the following roles:

- Answers questions about the admissions process from potential and current applicants
- Assures nondiscrimination and equal opportunity during the admissions process for all prospective students.
- Screens all application materials on PTCAS from candidates. These materials include
 - Verification of Transcripts
 - Clinical Observation forms
 - Recommendation forms
 - Overall GPA requirement is met
 - Verification that courses meet pre-requisite standards
- Notifies candidates of materials that are incomplete or unsatisfactory

- Communicates on an ongoing basis with the Director of Admissions in the Physical Therapy Program regarding candidates' application status and sends queries that need clarification. These issues tend to revolve around pre-requisite courses and clinical observation forms.
- Assists in coordinating online informational webinar sessions
 - Monitors webinar registrations
 - Collects data regarding numbers and demographics for submission to the program
- Communicates on an ongoing basis with the Director of Admissions regarding the operation of PTCAS and candidate application status.
- Provides organized admissions data reports to committee members in a regularly scheduled sequence, or as specifically requested.
- Makes yearly changes to the PTCAS directory page and configuration portal as directed by the Director of Admissions.
- Enters scoring/comments. Changes local status in PTCAS to reflect results of reviews as determined by the committee, issues acceptance/wait list letters from PTCAS.
- Provides database maintenance and management for prospective student applications including collection, coding, extracting, and analyzing data.
- Identifies applicant populations to ensure a diverse applicant pool.

4. ADMISSIONS OVERVIEW

There is one route of admission into the BGSU DPT program, and admissions decisions are handled on a rolling basis throughout the cycle.

- Traditional Post Baccalaureate Admissions Route- The traditional admissions route involves a model in which the student completes an undergraduate degree prior to entry into the DPT program. Students can complete their undergraduate degree from BGSU or other accredited institutions and submit application materials for review.

5. ADMISSION REQUIREMENTS AND CRITERIA

The DPT program is designed for qualified individuals who wish to further their academic studies in the field of physical therapy. The program specifically targets traditional and nontraditional students with the demonstrated potential to navigate the academic rigors of an accelerated, hybrid model DPT curriculum. Students accepted into the DPT Program must meet the following criteria as developed by the BGSU School of Physical Therapy (SoPT) core faculty:

1. Completed baccalaureate degree from a regionally accredited institution
2. Minimum cumulative and prerequisite GPAs of 3.00 or greater*
3. Three references; one from a United States-licensed PT that has interacted with the applicant in a clinical setting either through employment or shadowing observation hours and two others of the applicant's choice.
4. Completion of 40 hours of physical therapy observation hours
5. TOEFL/IELTS completion may be required
6. Fulfill Technical Standards and Essential Functions outlined on the DPT website
7. Completed criminal background check prior to matriculation
8. Submit 2 unique personal statements/essay responses

*Note: If cumulative GPA is less than 3.00 on a 4.00 scale, an applicant may still be eligible for admission if a cumulative GPA of 3.50 or greater has been achieved over the last 60 semester or 90 quarter hour credits of coursework indicating a positive grade trend.

The program will not grant advanced placement credit, experiential learning, or transfer credits from another program or institution. All courses within the didactic and clinical curriculum are required.

Special consideration is given to applicants who exceed all required admissions criteria, are BGSU alumni/undergraduates, or who self-identify in the Physical Therapy Centralized Application Service (PTCAS) general application as educationally, environmentally, or socio-economically disadvantaged. Applicants with a prior graduate degree, work experience relevant to the PT profession, proficiency/skills in languages other than English, research experience, honors and upper division coursework, experience as a tutor or teaching assistant, study abroad experience, TRIO program or honors thesis participation, and military experience are afforded additional credit towards composite rubric scoring.

5.1. Degree Requirements

Complete a bachelor's degree (B.S. or B.A.) from an accredited institution. The BGSU DPT program accepts only degrees and courses from institutions accredited by agencies that are recognized by the U.S. Department of Education. Admission into the DPT program may be granted pending completion of the degree. All official transcripts must be submitted to PTCAS.

5.2. Academic/Cognitive Admissions Criteria

- *Cumulative Overall Grade Point Average (GPA)*: will be calculated within PTCAS and includes *all* undergraduate and graduate course credit hours earned prior to application.
- *Last 60/90 semester/quarter Credit Hour GPA*: will be calculated within PTCAS and includes all undergraduate and graduate course credit hours earned in the last 60 semester or 90 quarter hours prior to application.
- *Pre-requisite GPA*: will be calculated within PTCAS and includes the highest grades earned for undergraduate pre-requisite course credit hours taken prior to application.
- *Math/Science GPA*: will be calculated within PTCAS and includes the highest grades earned for the 9/12 undergraduate math and science pre-requisite course credit hours taken prior to application.

5.3. Pre-requisites

- The pre-requisites for Bowling Green State University's DPT program are:
 - General Biology I (lab required) (4 semester hours/6 quarter hours)
 - General Biology II (lab required) (may include an upper-level Biology course, such as Genetics, Microbiology, or Neuroscience) (4 semester hours/6 quarter hours)
 - General Chemistry I (lab required) (4 semester hours/6 quarter hours)
 - General Chemistry II (lab required) (4 semester hours/6 quarter hours)
 - General Physics I (lab required) (4 semester hours/6 quarter hours)

- General Physics II (lab required) (4 semester hours/6 quarter hours)
- Psychology (3 semester hours/4 quarter hours)
- Human Anatomy and Physiology I (lab required) (Vertebrate anatomy will also be accepted) (4 semester hours/6 quarter hours)
- Human Anatomy and Physiology II (lab required) (Anatomy and Physiology sequence may be taken as a series of Human Anatomy and Human Physiology or as part of a 2-course A&P sequence) (4 semester hours/6 quarter hours)
- Statistics or Research Design (3 semester hours/4 quarter hours)
- English Composition or Writing (3 semester hours/4 quarter hours)

5.3.a. Completing Pre-requisite Coursework

Courses must be completed before matriculation into the DPT program, but applications will still be accepted if courses are in progress or will be completed, reported, and verified prior to June 1st of cohort start year. At the time of application submission, prospective students must have at least 7 of the 11 required pre-requisites complete to be considered for admission, as reflected by submitted transcripts. All pre-requisite courses will be assessed for fit on a case-by-case basis.

- 5.3.a.1. Complete all required pre-requisite courses with a minimum cumulative grade point average (GPA) and pre-requisite course GPA of 3.00 or greater on a 4.00 scale.
- 5.3.a.2. Complete all required pre-requisite courses by and provide official transcripts/academic updates by June 1 of cohort start year.
- 5.3.a.3. All pre-requisites must be completed with a grade C or better.
- 5.3.a.4. If a course is repeated, the repeated course needs to be a grade C or better. The pre-requisite and science/math GPAs will be determined using the highest course grade achieved; however, both grades will be calculated into the cumulative overall GPA.
- 5.3.a.5. Quarter System Courses: In MOST instances, completion of three (3) quarters of Biology, Physics & Chemistry are required to fulfill the two-semester requirement. These courses will be reviewed on an individual basis as institutions have different requirements and standards.
- 5.3.a.6. No more than 6 calendar-year 2020 pre-requisite course hours can be submitted in pass/fail format; Anatomy, Physiology, and Physics pre-requisite courses must be reported as letter grades.
- 5.3.a.7. Credit awarded through AP exams may be used toward direct equivalent pre-requisites if the AP credit was accepted by the prospective student's undergraduate institution.
- 5.3.a.8. College Level Entry Program (CLEP) or aptitude tests are not accepted in place of having completed courses with a grade requirement; however higher-level subject matter courses will be considered as pre-requisites on a case-by-case basis.
- 5.3.a.9. All letter-graded pre-requisite coursework (with the exception of Anatomy and Physiology courses) is acceptable, no matter when the coursework was completed.
- 5.3.a.10. Anatomy and Physiology pre-requisite courses must be taken within 8 years of the admissions cycle year (*e.g., If applying in 2022, then courses taken since January 2014 will be accepted*). If Anatomy and Physiology courses were taken more than 8 years prior to application, demonstrated ongoing work experience(s) that have kept this knowledge current (*e.g., physical therapist assistant, athletic trainer, etc.*) is required within a waiver application.

- 5.3.a.11. Applicants requesting for waivers or exceptions to pre-requisite coursework requirements may be granted on a case-by-case basis. Such requests must be made in writing to the Director of Admissions, and must include the course description/syllabi, the institution at which the applicant took the course, and the grade obtained.
- 5.3.a.12. Science pre-requisite course descriptions should state that they are “for science or pre-health majors” or be taught in a science department and should contain a lab.
- 5.3.a.13. Biomechanics or Botany courses will not fulfill the biology pre-requisite.
- 5.3.a.14. Acceptable Psychology pre-requisites may include; Introduction or 101, Human Development, Abnormal Psych, Personality, or Child Psychology.
- 5.3.a.15. Psychology courses should cover developmental theories; lifespan is a plus. If an applicant has more than one psychology course beyond an introductory course, the courses with the highest grade will be accepted.
- 5.3.a.16. The overall concurrent academic credit course load/per term context in which prerequisite coursework is completed will be taken into consideration.
- 5.3.a.17. The rigor of the institution will be taken into consideration, and it is recommended that all courses be taken at a 4-year accredited institution. However, courses from 2-year accredited institutions will be accepted.
- 5.3.a.18. Preference will be given to those who complete the majority of their coursework at and earn their bachelor’s degree from BGSU and to those who demonstrate evidence of intellectual curiosity, background/language skills, and scholarly aptitude through completion of honors courses, graduate level coursework, serving as a teaching assistant or tutor, research experience, participation in a study abroad or TRIO program, or completion of an honors thesis.
- 5.3.a.19. Pre-requisite courses taken at institutions other than Bowling Green State University are evaluated through review of course catalog descriptions and/or syllabi to determine appropriateness of course material and level of rigor.

5.3.b. Appropriate Course Descriptions for Pre-requisites

Refer to Appendix A.

5.4. Non-Cognitive/Non-Academic Entrance Requirements

5.4.a. References:

Submission of three (3) references; one from a licensed physical therapist and the others from someone of the applicant's choice. The PT letter of recommendation must be from a physical therapist licensed to practice in the United States that has interacted with the applicant in a clinical setting either through employment or shadowing observation hours.

It is recommended, but not required, that the second reference is from a professor whom the student had in class, and the third from a supervisor or coach that can speak to the applicant’s communication skills in working with the public. *References cannot consist of family, friends, clergy, or politicians.*

5.4.b. Observation Hours:

Completion of a minimum of forty (40) hours of observation, volunteer, or work experience with a licensed physical therapist is required. It is ideal that the hours would be varied across different settings, but not required. Telehealth or virtual observation hours are accepted. Evidence of hours must be uploaded electronically for verification in PTCAS along with the supervising PT's name, signature, and PT license number.

5.4.c. Supplemental Personal Statements/Essays

Submission of a written personal statement answer to two unique questions posed by the BGSU DPT program on PTCAS.

5.5. English Proficiency

Must be demonstrated in one of the following three ways:

- 5.5.a. **TOEFL:** The Test of English as a Foreign Language (TOEFL) evaluates the ability of non-native speakers to understand and use English in an academic setting. Bowling Green State University's Graduate College – like many other American universities, government agencies and businesses – requires candidates to submit their TOEFL scores and certificate for admission to its programs. The TOEFL is REQUIRED if English is NOT the candidate's first language OR the candidate has a non-U.S. academic degree. *The TOEFL requirement is WAIVED for students who have attended a U.S. university for two or more years. Minimum TOEFL score required = 100 IBT.* The USMLE will not be accepted.
- 5.5.b. **(IELTS):** The International English Language Testing System (IELTS) is a standardized test of English language proficiency for individuals who are not native English language speakers. The IELTS is an alternative option for applicants to demonstrate English language proficiency when applying to the DPT program. *The IELTS requirement is WAIVED for students who have attended a U.S. university for two or more years. Minimum IELTS score required = 7.0.*
- 5.5.c. Provide evidence of enrollment for two or more years (four or more semesters) in a degree-granting college or university located in the United States, Canada, United Kingdom, Ireland, Australia, or New Zealand.

5.6. School of Physical Therapy Technical Standards and Essential Functions:

The Doctor of Physical Therapy Program at Bowling Green State University is sensitive to the needs of individuals with disabilities and does not discriminate against qualified candidates with disabilities. The Doctor of Physical Therapy Program is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including changes made by the Americans with Disabilities Amendments Act of 2008.

These technical standards and essential functions are related to essential career and licensing requirements and set forth the standards requisite to admission or participation in the Doctor of Physical Therapy Program. Technical standards are the skills and attributes expected of students. Although they are not academic in nature they may be related to academic knowledge. Essential functions are the knowledge, skills, and abilities that a student must demonstrate once enrolled in the program. **We require that student physical therapists be able to meet the technical standards and essential**

functions of the Doctor of Physical Therapy Program, with or without reasonable accommodation for admission, progression, and graduation in the DPT Program.

An offer of admission may be withdrawn and or a student may be dismissed from the program if the student cannot articulate how, even with reasonable accommodation, the student would be able to meet the program qualifications—including these technical standards and essential functions, or if it becomes apparent that the student cannot meet the technical standards and essential functions even with reasonable accommodation; the requested accommodation(s) would fundamentally alter the nature of the Doctor of Physical Therapy Program at Bowling Green State University or create a significant risk of harm to the health or safety of others.

Technical standards and essential functions apply to classroom, laboratories, and clinical settings. Bowling Green State University's Doctor of Physical Therapy Program uses independent clinical education sites that may or may not be able to offer the same reasonable accommodations that are made available by Bowling Green State University.

The Doctor of Physical Therapy Program works closely with Bowling Green State University's [Accessibility Services](#) to serve the needs of students with disabilities. Individuals who have questions regarding reasonable accommodations should contact the Bowling Green State University Accessibility Services at 419-372-8495.

The Doctor of Physical Therapy Program at Bowling Green State University, in accordance with requirements of the Commission on Accreditation of Physical Therapy Education and Standards of Practice of the American Physical Therapy Association, identifies the following technical standards to the physical therapy profession and our curriculum:

- Problem solving on the basis of verbal, visual, and written information within a limited time frame consistent with contemporary clinical practice setting expectations.
- Clinical reasoning and decision making within a limited time frame;
- Students must possess sufficient visual, auditory, olfactory, and tactile abilities to allow them to gather and interpret data.
- Perceptual-motor integration including but not limited to hand-eye coordination, body-eye coordination, and object manipulation;
- Insight and judgment for safety and prognostication;
- Effective communication among group members;
- Planning and organizing for treatment prescription;
- Frequently use the hands repetitively with a simple grasp and frequently use a firm grasp and manual dexterity skills.
- Intermittent lifting of heavy loads;
- Repetitive motion;
- Alternately sit, stand, and walk;
- Occasional kneeling, twisting, bending, and stooping;
- Occasional stair climbing or negotiating on uneven terrain;
- Frequent lifting, pushing and pulling up to 20 lbs.;
- Occasional lifting, pushing and pulling 20 – 50 lbs.;
- Time management to coordinate course requirements

The above technical standards warrant that applicants and students have the abilities to meet the essential functions established for this program, with or without reasonable accommodation. These essential functions are:

- 1) Participate in all phases of the educational program, including demonstrating comprehension of all classroom, clinical, and any other required learning experiences through performance and/or examination where such a requirement is essential to:
 - a) be provided with all the specific skills and experiences necessary to successfully complete the Physical Therapy Program, and become eligible for licensure;
 - b) apply basic principles of the scientific method in reading and interpreting professional literature, performing research, and critically analyzing new concepts and findings provided by others.
- 2) Apply basic educational concepts of theories in designing, implementing, and evaluating treatment and function appropriately in interpersonal relationships by exhibiting use of good judgment, empathy, reliability, and emotional stability; must possess the abilities to practice appropriately in stressful situations and to work acceptably with others in order to:
 - a) interact with patients and families in a manner which provides the desired psychosocial support by
 - i) recognizing one's own reaction to illness and disability;
 - ii) recognizing patients' and families' reactions to illness and disability;
 - iii) respecting individual, cultural, religious, and socioeconomic differences in people.
 - iv) utilizing appropriate communicative processes to ensure appropriate standards of care, as well as accepting and providing constructive criticism.
 - b) demonstrate safe, ethical, and legal practice as stated by the profession;
 - c) utilize skills and techniques to engage patient motivation and cooperation in evaluation and treatment;
 - d) function effectively with other health care practitioners in providing appropriate patient care and in improving the quality of patient care;
 - e) be responsive to ideas and techniques that might be more appropriate, effective, or safe.
- 3) Communicate effectively with patients, their families, and health care practitioners in order to:
 - a) instruct, confer, and integrate appropriate patient treatment with other aspects of patient care;
 - b) stimulate motivation and cooperation in treatment, and assist in the alleviation of anxiety;
 - c) teach patients and their families procedures necessary for continued care;
 - d) participate in the planning, organization, and control of a physical therapy service.
- 4) Function appropriately in professional practice in order to:
 - a) review and evaluate patient needs; specify which definitive physical therapy procedures are indicated by administering and analyzing the results of tests, measurements, and evaluations including gait analysis, vital signs, strength, coordination, joint range and capsule integrity.
 - b) plan and prepare treatment programs which:
 - i) include realistic goals in terms of diagnosis, prognosis, physical, psychosocial status, and anticipated lifestyle of the patient;
 - ii) include effective treatment methods that provide a high probability of achieving treatment goals;
 - iii) are within resource constraints;

- iv) provide for periodic revision according to changes in the patient's physiological state;
 - v) contain specificity and comprehensiveness appropriate to the level of personnel who will execute the plan;
 - vi) are adequately documented.
- b) properly administer and/or modify physical therapy treatments in order to ensure that patients safely perform functional activities.

This document will be reviewed yearly by the Academic Standards and Progression Committee with assistance from BGSU Accessibility Services.

Additional Standards:

All students will undergo criminal background checks before matriculation into the program. An additional background check may be required prior to attending clinical experiences in the second year of the program. Applicants should be aware that a prior criminal background could restrict the ability to obtain professional state licensure. Acceptance into the DPT program does not imply or guarantee that a student will be able to obtain such licensure.

*Students with documented disabilities, who can meet the above technical requirements given reasonable accommodations, will be considered as candidates on a case-by-case basis.

References/Sources for Technical Standards/Essential Functions

1. American Physical Therapy Association. Minimum Required Skills of Physical Therapist Graduates at Entry Level. BOD G11-05-20-449.
2. American Physical Therapy Association. Guide to Physical Therapist Practice. Alexandria, Virginia, 2008.
3. AASIG Technical Standards, Essential Functions Document. Section on Education, September 1998.
4. Ingram, D. (1997). Opinions of Physical Therapy Program Directors on Essential Functions, *Physical Therapy*, 77(1).

6. APPLICATION PROCESS

The BGSU DPT program receives applications for admission exclusively through the BGSU Physical Therapist Common Application System (PTCAS) during the admissions cycle with an August cohort start. All applications will be shared from PTCAS to the BGSU Graduate College Admissions Portal (Slate®). All application data and supporting materials will be kept confidential and secured within the PTCAS and SLATE secure servers. Application instructions can be found on the Bowling Green State University School of Physical Therapy website and on PTCAS BGSU portal. The BGSU DPT admissions scoring rubric is published on the PTCAS portal/directory for applicant reference. The deadline for submitting completed applications for admission is published on the BGSU DPT program website and PTCAS portal for each class/cohort. In addition to the online application, applicants will also submit the required supporting materials listed below and complete the PTCAS supplemental application essay questions.

Accepted applicants will be required to apply to the BGSU Graduate College. Accepted applicants will pay a \$50 BGSU Graduate College application fee unless waived by the university. A \$500 non-refundable seat deposit will be collected (required after January 15th) consistent with the American Council of Academic Physical Therapy (ACAPT)'s *Admissions*

*Traffic Rules.*⁵ A seat deposit waiver/exemption application and review process is available through the Graduate College for applicants with financial hardship.

- Transcripts: Applicants must have any official transcripts or academic updates not submitted to PTCAS before the PTCAS academic update deadline sent directly to Bowling Green State University's Graduate College from each college and university attended. Transcripts for pre-requisite courses taken internationally must be evaluated by WES. The WES evaluation MUST be sent to BGSU directly. A WES evaluation of foreign transcripts is necessary ONLY if the applicant took a BGSU DPT Program pre-requisite course during their study abroad and if the credits and/or grades for these courses DO NOT appear on their undergraduate transcript.
- Observation Hours Logs: The supervising licensed physical therapist will be able to verify hours electronically via a secure link sent by PTCAS.
- Personal Essays: In addition to the required general PTCAS personal statement, submission of essay responses to two supplemental unique questions posed by the BGSU DPT program on PTCAS is also required.
- Letters of Recommendations: Each of three evaluators will be able to submit the letters of reference electronically, via a secure link that will be sent to them directly by PTCAS.
- Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS), if applicable: International students are required to submit official TOEFL or IELTS scores to be considered for admission. For international applicants who earned a degree from an institution whose language of instruction is English, and those who earned a degree from an institution within the United States, the TOEFL/IELTS requirement is waived.

7. APPLICATION REVIEW

The BGSU School of Physical Therapy DPT program approaches application review with a holistic, evidence-based strategy in alignment with the spirit and mission of the BGSU Graduate College and College of Health and Human Services. Minimum requirements for application review and consideration include completed application with official transcripts, two supplemental essays, three recommendation letters and a minimum of 7 pre-requisite courses completed.

After initial application screening to ensure that minimum program entrance requirements have been met, reviewers consider and weight multiple cognitive/academic and non-cognitive applicant attributes in a competitive selection process using a structured rubric-based evaluation of all available applicant information. BGSU SoPT Admissions Committee and faculty will review completed applications (e.g., application and all required credentials) in the order of receipt on a rolling basis.

- Applicants are scored using a structured rubric and evaluated based on cumulative GPA, last 60/90 semester/credit hour GPA, pre-requisite GPA, math/science GPA, personal essays, and references. Other factors considered and weighted in the admissions rubric include advanced degrees, curiosity/scholarly aptitude experience/evidence, proficiency in languages other than English, relevant licensed or certified healthcare work experience, military experience, service activities, extracurriculars, and observation hours/work experience in physical therapy.
- The SoPT Admissions Committee uses an holistic review to ensure nondiscrimination and equal opportunity for all applicants. A scoring rubric with operational definitions that reflect our programs mission and values is used by faculty raters to score applications

and rank them into scoring Tiers 1-3 for admissions decisions. Rubric points are weighted into the following categories: academic (50%) and holistic (50%).

- An academic tier is assigned based on cumulative, last 60/90 hours, prerequisite, and math/science GPAs which make up 50% of the total rubric points. Academic Tier 1 represents transformed rubric scores at or above a 3.4 GPA range; academic Tier 2 represents transformed rubric scores between a 3.2 - 3.4 GPA range; academic Tier 3 represents transformed rubric scores between 3.0 - 3.2 GPA. A holistic tier is also assigned based on points awarded for advanced degrees, BGSU student status, and operationally defined curiosity evidence, language skills, relevant healthcare work or military experience, and service/extracurricular activities.
- Faculty raters will be trained annually on use of the admissions rubric by the Admissions Committee and participate in practice scoring sessions annually as part of an ongoing review of admission outcome data and rubric reliability appraisal. All Admissions Committee members will complete BGSU Division of Diversity and Belonging Search Committee and Implicit Bias training modules prior to their service in the admissions selection process. Admissions committee faculty reviewers are assigned to evaluate each applicant's essays and references, using standardized a scoring rubric. At least two blinded faculty reviewers score personal essays and references using a standardized rubric and an average score is used.

7.1. Selection Process and Acceptance into Program

The SoPT Admissions Committee and faculty will accept students into the program on a rolling basis based on a holistic evaluation of their application, supporting documents, and rubric score.

The faculty reviewers provide a recommendation to the Admissions Committee to either accept, deny, or waitlist the applicant. The Director of Admissions reviews the recommendations made by the DPT Admissions Committee to either accept, deny, or waitlist the applicant(s) alongside the DPT Program Director. All applicants will be notified by the BGSU graduate college via email regarding final selection decisions.

After acceptance candidates can follow one of the routes below:

1. The candidate verbally accepts the offer to hold their spot in the program until Jan 15th when a non-refundable deposit (or application for a waiver) is due to secure their position.
2. The candidate accepts the offer and provides a non-refundable deposit (or approved waiver) to hold their spot in the program.
3. The candidate accepts the offer, provides a deposit (or approved waiver), but later withdraws offer, forfeiting their deposit (or waiver) and position in the incoming class.
4. The candidate accepts the offer and provides a non-refundable deposit (or approved waiver) to hold their spot in the program but fails to participate in virtual orientation activities, thus forfeiting their position in the incoming class.
5. Candidate declines offer prior to deposit or application for a waiver.
6. Candidate requests deferred entry.

Applicants accepted in the program must maintain minimum standards through the completion of all outstanding pre-requisites and overall GPA course work.

Applicants who fail to complete all pre-requisite courses, either through lack of registration or grade work below a C, will not be granted entrance into the program. These applicants will need to re-enter the general pool of applicants for the following year.

7.2. Deferment

If an applicant is accepted and requests **deferment**, a position in the class may be held for one year. The Admissions Committee is not required to offer a deferment but can choose this option with a viable candidate. A written request to defer admission for one year may be reviewed on a case-by-case basis. Students must continue to report grades earned after removing themselves from consideration and cannot fall below standards.

7.3. Waitlist

Enrollment projections will be based on a planned class size of no more than 110 students. Once 110 admissions offers have been accepted, other applicants meeting BGSU DPT admissions criteria and recommended for acceptance will be added to a waitlist in ranked rubric score order. If/as seats become available, the AC will use the waitlist to offer admission to rank-ordered applicants.

The remaining candidates will be notified that they are on the waitlist for our program. Candidates are provided the option of remaining on the waitlist or asking to be removed from consideration. This process will be ongoing until the admissions cycle is closed. Waitlist candidates are accepted into the program based on the availability of spots, which is determined by the higher ranked candidates confirming or declining acceptance into the program. Ties in rubric scores will be ranked on the waitlist based on further review of the following criteria (in order as listed): if a BGSU undergraduate/alumni, self-identify as educationally, environmentally, or socioeconomically disadvantaged, service hours, work experience, and academic performance. Wait-list candidates are offered spots until a complete class is created.

7.4. Cohort Size/Strategies to Prevent Over-Enrollment

The BGSU DPT Admissions Committee and faculty ensure the admissions procedures are applied equitably to program applicants and ultimately determine the number of students accepted into the program. Our DPT program expects a gradual increase in applications, and cohort size during the pre-accreditation period. Enrollment projections will be based on a planned class size of no more than 110 students with a minimum threshold of within fifteen percent of the planned cohort size (i.e. 85%). Once 110 admissions offers have been accepted, other applicants meeting BGSU DPT admissions criteria and recommended for acceptance will be added to a waitlist in ranked rubric score order. If/as seats become available, the AC will use the waitlist to offer admission to rank-ordered applicants. The rolling nature of admissions decisions, collection of a non-refundable seat deposit, and use of a ranked waitlist will ensure maintenance of a planned class size and prevent over enrollment.

8. APPLICANT PRIVACY AND CONFIDENTIALITY

Established BGSU DPT admissions procedures also protect the rights and privacy of each prospective student. Admission procedures are carried out using password protected systems that allow secured online reviewing of applicant file without the need for local downloads. Synching of applicant data across PTCAS and BGSU's graduate admissions portal is integrated using protected application programming interface (API) technology. Finally, all program faculty and staff receive compliance training with regards to FERPA regulations. If there is a grievance or questions about an admissions decision, students are encouraged to contact the Program Director or the Director of Admissions as appropriate. Should a prospective student express a concern or grievance about the admissions process and/or decision, the student is directed to the program's grievance policy on the School of Physical Therapy website.

Appendix A: Pre-requisite Course Descriptions

Biology course with lab: Cell biology, cellular structure, and function, energy metabolism, photosynthesis, membrane structure and function, DNA, RNA, and proteins. Cellular division (mitosis & meiosis) and classical genetics.

Biology course with lab: Cell biology, mechanisms of speciation and evolution, taxonomy, viruses, prokaryotes, and eukaryotes, including animals, plants, fungi, algae, and protozoans.

Chemistry course with lab: Atoms, molecules & ions, chemical reactions and stoichiometry, gas behavior, thermochemistry, atomic theory & quantum mechanics, and chemical bonds.

Chemistry course with lab: Chemical bonding, molecular geometry, solution chemistry, chemical kinetics, equilibrium, acid-base chemistry, complex ions, thermodynamic state functions, electrochemistry, and nuclear chemistry.

Physics course with lab: Gravitational forces, work, energy and momentum, simple harmonic motion, wave motion and sound; kinetic theory of matter, behavior of gases, calorimetry, and change of state.

Physics course with lab: Electricity and magnetism, light (reflection, refraction, interference, polarization); relativity; quantum mechanics.

Anatomy and Physiology courses with lab: Structure and function of all relevant human body systems including nervous, cardiovascular, respiratory, hematologic, musculoskeletal, gastrointestinal, genitourinary, reproductive, integumentary, and immunologic. May require 4-8 semester hours dependent on if one course is comprehensive or if two sequential courses (A&P I & A&P II) are taken to satisfy this requirement. Animal physiology is NOT acceptable.

Psychology course: Perception, learning, research methods, mental disorders, psychotherapy, history, and systems of psychology. Human development, lifespan issues focusing on growth and development, including personality, language, cognition, and intelligence. An alternative is abnormal psychology or cognitive neuropsychology.

Statistics: Theory of probability and statistics including frequency distribution, binomial distributions, normal distributions, means, variances, standard deviations, sampling, confidence limits, and testing of hypotheses with a parametric and nonparametric analyses.

English Composition or Writing: English writing skills, grammar, usage, and reading comprehension.