

# Admissions

The minimum requirements for admission to JCC are graduation from an approved secondary school, possession of a high school equivalency diploma, or for persons 18 years of age or over, a sincere desire to pursue higher education and acceptable scores on the college's placement tests. The Scholastic Aptitude Test (SAT) and the ACT Assessment Test are not required for admission.

JCC has endorsed the concept of Full Opportunity and accepts the philosophical implications of that decision. This means the college has agreed to accept all applicants who are legal residents of the sponsoring area, who are 18 years of age or older, and who are high school graduates. Pre-college Enrollment Program (PEP) students are accepted upon recommendation of their high school principal or counselor.

The college reserves the right to make exceptions to its admissions policies and to impose other criteria on students seeking admission who do not meet the requirements set forth above.

This policy does not, however, guarantee admission of students to specific programs within JCC's curriculum. It does imply a commitment to meet the special needs of the students who may require special developmental courses, tutorial services, and additional counseling services. It also challenges the college to expand its career programs, institute new approaches to the teaching-learning process, and provide students with the flexibility of changing courses and programs without penalty.

## Matriculated and Non-matriculated Status

Matriculation is the formal process by which students declare their intent to enroll in a college certificate or degree program. The process is complete once the student submits an application, with supporting documentation (official transcripts, GED, placement test scores, etc.), and has been accepted to JCC in a certificate or degree program. A student with non-matriculated status may enroll on a part-time basis (up to 11 credit hours) without formally declaring his or her intent to pursue a certificate or degree program.

## Application Dates

Application for admission may be initiated at any time prior to the opening of each semester, but admission cannot be guaranteed for applicants who complete the process after August 1 (for the fall semester). High school seniors, especially those concerned about admission to specific programs, should initiate application shortly after the beginning of their senior year. In some programs, such as nursing and occupational therapy assistant, students should consider early application deadlines, limited enrollment, and moderate competition. Therefore, early application is of prime importance.

## Application Procedure - Entering Freshmen

Full-time students who have not attended another college and who are entering JCC for the first time should follow these steps:

1. Students can apply online at [www.sunyjcc.edu](http://www.sunyjcc.edu).
2. The high school guidance office must be instructed to forward an official copy of the student's transcript to the admissions office.
3. Home-schooled students should contact the admissions office for assistance.
4. Students possessing a General Education Diploma (GED) must submit a copy of it and the test scores to the admissions

office.

5. Students should visit JCC to acquaint themselves further with JCC's programs and facilities. Personal interviews are optional, unless requested by the admissions office.
6. Following notification of acceptance, students are informed of required placement tests as well as advisement and registration procedures that entering freshmen must complete prior to the start of classes.

## Application Procedure-Advanced Standing/Transfer

Full-time students who have attended other colleges or who have earned college credit through the Independent Study Programs of the State University of New York, the College Proficiency Examinations of the State Education Department, the Advanced Placement Program of the College Entrance Examination Board, College Level Examination Program, or military experience are eligible to apply for advanced standing and credit. The following steps should be taken:

- Complete steps 1-6 as listed in the preceding section.
- Students seeking transfer credit from other institutions must request official college transcripts from all previous colleges attended and mail them directly to the JCC admissions office.
- Students seeking Advanced Placement transfer credit and who received a grade of 3 or better must submit official copies of the AP transcript to the JCC admissions office.
- JCC will ordinarily accept transfer credit toward an associate degree of up to 30 hours completed at another institution. No "D" grades are accepted as transfer credit. Students must complete 24 semester hours of credit at JCC to be eligible for an associate degree from JCC.

## Application Procedure for

### *Advanced Standing in a Certificate Program*

Students must complete 12 semester hours of credit at JCC to be eligible for a certificate from JCC. No "D" grades are accepted as transfer credit.

## Application Procedure for

### *Students 18 or Over Who Do Not Hold a High School Diploma or Its Equivalent*

Applicants 18 years of age or over who do not have a high school diploma or its equivalent must be tested prior to acceptance and must achieve the following minimum scores on the Accuplacer placement test to be accepted and matriculated to JCC: reading comprehension - 55, sentence skills - 60, and arithmetic - 34. *See page 9 for college placement testing information.*

Exceptions to this policy are reviewed by the admissions, scholarship, and financial aid committee. A student who does not meet these requirements may still be eligible for part-time study but will not qualify for financial aid.

## Earning a High School Equivalency Diploma The JCC Way

Students who do not possess a high school or equivalency diploma may satisfy the equivalency requirements by successful completion of 24 college level credits at JCC. Credit hours earned in this program will be applied concurrently toward the degree requirements. *Note: It will take a minimum of two full-*

**time semesters of study to complete 24 college credits.**

Beginning with applications made on or after September 1, 2000, the 24 credits shall be distributed as follows: six credits in English language arts, including writing, speaking, and reading; three credits in mathematics; three credits in natural science; three credits in social sciences; three credits in humanities; and six credits in college degree program requirements.

Students who are 18 or over can apply for admission without a high school diploma or GED and meet basic admissions standards through placement testing in English and mathematics.

**Note: Students who meet entrance requirements may be accepted into the skill building APLUS program.**

The registrar's office has the forms necessary for students wishing to apply for the New York State Education Department Equivalency Diploma.

**Early Admissions**

JCC's Early Admissions Program is designed for qualified high school students who have completed 11th grade to begin taking college level courses full-time (minimum 12 credit hours) prior to graduating from high school and, with permission from his/her high school and parent or guardian, to have JCC courses fulfill graduation requirements. Normally students should rank in the top half of his/her class. Students are accepted to JCC but are not matriculated.

The method for applying for early admission is:

- In some cases, the student and his/her guidance counselor must meet to discuss plans for early admission and determine if college courses could be used to fulfill high school graduation requirements.
- The student should apply online at [www.sunyjcc.edu](http://www.sunyjcc.edu).
- A statement from the high school principal or counselor indicating that a high school diploma will be issued upon satisfactory completion of specified college courses is required.
- The student is responsible for requesting that an official transcript be sent from the JCC registrar's office to the high school guidance counselor upon the completion of courses.
- A statement from the student's parent or guardian granting permission to enroll for full-time study at JCC must be submitted.

High school students who want to attend JCC on a part-time basis while still attending high school should consult the Pre-College Enrollment Program section.

**Pre-College Enrollment Program**

JCC's Pre-College Enrollment Program (PEP) provides high school students the opportunity to enroll part-time in courses (up to 11 credit hours), either day or evening, and earn college credit prior to high school graduation. Students can enroll for classes at the Jamestown and Cattaraugus County campuses and North County and Warren centers.

PEP allows students to complete high school graduation requirements while simultaneously earning college credit. Since some high schools give dual credit for certain courses, credit earned at JCC may also be applied toward high school graduation requirements. Credit earned at JCC in courses taken by PEP students may be applied toward an associate degree from JCC or may be transferred to another institution.

As members of JCC's Faculty Student Association, PEP students can participate in both the academic and extracurricular life of the college. They have library privileges, can attend special college events, and are welcome to join various clubs and interest groups.

PEP is open to all high school students of average to better

academic ability who are recommended by their high school principals or guidance counselors. In most cases, students participating in the program are juniors and seniors who rank in the top half of their high school classes.

PEP students are responsible for tuition and fees. Since they cannot matriculate, federal and state financial aid is unavailable to them. The PEP Grant, however, is available to provide for one-half the cost of tuition up to \$300 per semester. Students are eligible for this grant by registering as a PEP student.

Students entering JCC's PEP program must register for at least one course at their home high school and cannot register as full-time students at JCC.

For course selection, students meet with their high school guidance counselors to determine which classes meet high school graduation requirements and fit into their daily or weekly schedules. Home-schooled students should contact the admissions office for assistance. Many PEP students choose to enroll in more than one course each semester, and some individuals have been able to complete a full year of college credit during their last two years of high school. PEP students may select courses from the entire curriculum as long as course prerequisites have been met. Prerequisites are required for most JCC courses. **Note: PEP registration forms are available in high school guidance offices and JCC's admissions office.**

**Special Circumstances**

Individuals seeking admission who do not fit one of the above categories may contact the admissions director at the appropriate campus for assistance.

**Admission Policy for Inmates, Ex-Offenders, and Disciplinary Dismissals**

Each application for admission received from an inmate, ex-offender, or a student dismissed from another college for disciplinary reasons will be evaluated and judged on its own merits by a committee established for this purpose. Applicants should know that an individual with a felony conviction may not be able to obtain licensure in certain professions. A copy of the complete policy and procedure, as well as additional forms, are available from the admissions office at either campus.

**College Placement Testing**

JCC administers a placement test to students prior to their enrollment in college courses. The test gathers information to place students in courses for which they are best prepared and in which they are most likely to succeed. The computer-based test consists of multiple choice questions which are used to measure ability in the basic skills of reading comprehension and math, and a 300-600 word essay in which students demonstrate their ability to write a composition. The entire test takes about 2½ hours to complete.

All new full-time students are required to take the placement test. New part-time students are strongly encouraged to take the placement test prior to registration. Part-time students must take the placement test prior to enrolling in any course which has a reading or writing prerequisite. Certain students may qualify for an exemption from taking the placement test. See the placement testing brochure for a list of exemptions.

Full-time students will receive the results of their tests and discuss them with their advisors at advisement and registration. Part-time students may meet with an advisor to review the test results.

JCC provides special testing procedures for students with disabilities. Arrangements must be made prior to taking the test. To arrange special testing accommodations, contact the coordinator of disability support services at either the Jamestown

Campus or Cattaraugus County Campus.

To register to take the placement test, contact the Counseling and Career Development Center on the Jamestown Campus or the Counseling and Career Planning Center on the Cattaraugus County Campus.

## Application/Admission Policy for International Students

Any applicant who is not a U.S. citizen, or documented permanent resident (non-immigrant) of the United States and wishes to study at JCC must do so through an F-1 (student) visa and is considered an international student throughout his or her academic stay. International students wishing to complete an entire degree online should contact the JCC admissions office.

- Contact the admissions office or visit JCC's website, [www.sunyjcc.edu](http://www.sunyjcc.edu), to obtain the four-part international student application.
- Submit academic documents showing high school graduation and any college study beyond high school. Applicants from countries where English is not the primary language or the language of education must have documents translated into English before submitting them to the admissions office.
- Applicants from countries where English is not the primary language or the language of education must submit the results of the Test of English as a Foreign Language (TOEFL). Minimum score considerations are 500 on the paper-based exam, 173 the computer-based exam, and 61 on the Internet-based exam.
- Scores from JCC's college placement test can be accepted from English speaking countries in lieu of the TOEFL exam. The placement test can be sent to students residing outside of the U.S. on a selective basis. Contact the Counseling and Career Development Center on the Jamestown Campus or the Counseling and Career Planning Center on the Cattaraugus County Campus for information.
- Submit documented evidence of adequate financing to cover the cost of tuition, fees, books, board, and other living expenses. Note that federal and New York state financial aid is not available to international students.

Applicants for January admission (spring semester) must complete admission procedures by November 1. Applicants for August admission (fall semester) must complete admission procedures by June 1. Applicants should take special note of the length of time required to process admissions applications and credentials. Final evaluation will take place when all admissions credentials have been submitted. If admitted to a degree program, the applicant will be issued an I-20.

To request information on the Test of English as a Foreign Language (TOEFL), write to Educational Testing Service, PO Box 6151, Princeton, NJ 08541-6151, USA or visit [www.toefl.org](http://www.toefl.org). Official score reports will be sent directly from ETS to JCC if designated by the applicant.

## Nursing Program

### Admission Requirements

The nursing program is designed for full- or part-time study and may be completed in a minimum of two academic years of full-time study. The four-semester sequence of nursing courses, which begins each fall semester, must be completed sequentially. Students who desire part-time study may complete the general degree requirements before seeking admission to the program.

Full- and part-time students seeking admission into the nursing program must follow the application procedure as

outlined in the college catalog or nursing brochure. In addition, **currently enrolled students must complete the application for admission to the nursing program, which is available in the nursing brochure. Enrollment into the nursing program is limited. Therefore, application by February 1 is of primary importance. Applications will continue to be reviewed after February 1 on a space available basis.**

Criteria for admissions are:

- High school and college transcripts from all institutions attended must be filed in the admissions office prior to February 1 of the year seeking admission (i.e. February 2009 for fall 2009 admission).
- A grade point average (GPA) of at least 2.5 for current or previous college students.
- Placement in the top one-third of the class (with a minimum of an 85% average) for high school students or high school graduates with no college experience. If you are a high school student who was not in the top one-third of your high school class and/or did not have a minimum of an 85% average, you may still be considered for admission to the nursing program after you have completed general education courses required for the nursing program and obtained at least a 2.5 GPA.
- A passing grade in a high school or college chemistry course.
- Eligibility for placement in ENG 1530: English Composition II. Eligibility is determined by placement test, or transfer credits, equivalent to the first course in college composition.
- A record of grades from credit bearing college courses must be established by applicants with a high school equivalency diploma (GED).
- Must be 18 years of age by June 1 of the intended graduation year to be eligible to take the NCLEX exam for licensure as a registered nurse.
- Students entering the nursing program may only have two opportunities to successfully complete Anatomy and Physiology I and/or II with a "C" grade or better. Students who have taken Anatomy and Physiology I or II more than twice will not be permitted to enter or continue in the nursing program. A student wishing to be considered for a waiver to the two course limits should obtain letters of support from two faculty members, at least one of which must be from a nursing faculty member.

### Point System

A point system will be applied to those applicants who meet admissions requirements based upon courses completed toward the nursing program and GPA.

<i>Course</i>	<i>Grade and points</i>		
BIO 2510	A 3	B 2	C 1
BIO 2520	A 3	B 2	C 1
NUR 1510	A 3	B 2	C 1
BIO 2760	A or B 1		
ENG 1540	A or B 1		
PSY 2510	A or B 1		
SOC 1510	A or B 1		

<i>Students with a prior degree</i>		<i>GPA</i>	<i>Points</i>
<i>Degree</i>	<i>Points</i>	2.5-3.09	2
LPN	2	3.1-3.49	4
A.A.S.	2	3.5-4.0	6
B.A. or B.S.	4		
M.S.	6		

Meeting the criteria does not guarantee admission into the nursing program. A greater number of points improves the applicant's chances of being selected. Violations of the

“Academic Integrity” or “Student Conduct” policies in JCC’s *Constitution of the Student Body*, or any violations of equivalent policies at other postsecondary institutions, shall also be considered as a factor in the admissions decision.

Ten percent of seats are saved for high school students/graduates who meet program entrance requirements.

### Other Nursing Program Admission Information *Nursing Program Essential Skills and Abilities*

Most clinical experiences in JCC’s nursing program are in acute care hospital settings and are physically and emotionally rigorous. The following list represents typical daily activities, and the skills and abilities students will be developing while enrolled in the program. Among other learning objectives, satisfactory demonstration of these skills and abilities is required for successful completion of the clinical portion of the program.

Prior to enrollment, students are asked to sign a statement acknowledging they have read these criteria. Students with disabilities who are unsure if they can meet these criteria, or know they will need help in meeting them, must contact JCC’s disability support services office to discuss the use of accommodations and/or auxiliary aids.

Students must be able to:

1. **Perform motor skills safely**, such as
  - Lifting, bathing, positioning, and transporting patients;
  - Moving efficiently enough to meet the needs of several patients in a timely fashion;
  - Lifting, positioning, or moving an unconscious patient to perform lifesaving procedures.
2. **Perform activities requiring manual dexterity**, such as
  - Giving injections;
  - Operating equipment and devices such as thermometers, blood pressure cuffs, and IV pumps;
  - Efficiently operating equipment and devices in emergency situations;
  - Inserting and/or maintaining any patient catheters or other tubes.
3. **Perform activities requiring accurate and efficient interpretation and communication of information in English, both written and spoken.** For example:
  - Responding to a physician’s order;
  - Reading and recording information;
  - Directing assistive staff.
4. **Respond to signals, alarms, and other displays** indicating urgent patient need, and **take immediate action.**
5. **Perform effectively under stress.**
6. **Demonstrate ability to analyze data, calculate, and measure.**

*After acceptance into the program, but before enrollment, students must submit health and physical records, including proof of required immunizations, to JCC’s health center.*

### Cardiopulmonary Resuscitation (CPR) Certification

Prior to entrance into NUR 1510, students are required to present certification of completion of a course in Basic Life Support (BLS) that includes infant, child, and adult CPR and Automated External Defibrillator (AED). The acceptable courses are: BLS for the Health Care Provider (American Heart Association) or CPR/AED for the Professional Rescuer (American Red Cross). Continuing certification is required throughout the program.

Students are strongly recommended to seek certification from

the American Heart Association the summer before starting the nursing courses since certification will then cover the two-year period the student is in the nursing program. Courses are available through the nursing program or in the community.

### Entry into the JCC Nursing Program With Advanced Standing

#### *Advanced Standing - Second Semester*

Persons with prior experience in the health care field, such as a licensed practical nurse who does not meet the transfer requirements from an articulation agreement, or a paramedic, may apply for admission to NUR 1520 by challenging NUR 1500 and NUR 1510. The application will be reviewed when the individual has met the following criteria:

- Criteria for admission as outlined on page 8.

#### *For challenging NUR 1510:*

- A score of 75% or better on the NUR 1510 challenge examination (score valid for two years), and
- Achievement of a satisfactory grade for basic nursing assessment and intervention skills.

#### *For challenging NUR 1500:*

- A score of at least 100% on dosage calculation and 75% on theory on the NUR 1500 challenge examination.

Students should contact the nursing program secretary to schedule the challenge examination and skills evaluation. A \$25 fee is charged for each challenge exam and an \$80 fee is charged for each nursing assessment and intervention skills evaluation. These fees are to be paid at the business office prior to taking any challenge examination. The applicant must bring a receipt when appearing for a challenge exam.

Prior to entry into NUR 1520 the student must have successfully completed the following courses:

BIO 2510: Anatomy and Physiology I	4 credits
ENG 1530: English Composition II	3 credits
NUR 1500: Basic Pharmacology & Dosage Calculations	1 credit
PSY 1510: General Psychology	3 credits

Upon acceptance into NUR 1520, the student with advanced standing is required to take NUR 1450. Content of the course includes the philosophy and organizing structure of the nursing program, nursing process, and information regarding student conduct. Students accepted into the program are notified of the date(s) of the course.

#### *Advanced Standing - Third Semester*

All licensed practical nurses may be considered for advanced standing and may apply for NUR 2510 after completing the following requirements:

- Successful challenge of NUR 1500 and NUR 1510, as described in the Advanced Standing-Second Semester section.
- Successful challenge of NUR 1520 by following the same procedure as for NUR 1510.
- Successful completion of the following required courses in general education:

BIO 2510: Anatomy and Physiology I	4 credits
BIO 2520: Anatomy and Physiology II	4 credits
BIO 2760: Nutrition	3 credits
ENG 1530: English Composition II	3 credits
PSY 1510: General Psychology	3 credits
PSY 2510: Life Span Development	3 credits

Upon acceptance into NUR 2510, the student is required to take NUR 1450, as described in the NUR 1520 challenge procedure.

Acceptance into any nursing course is contingent upon space

available in the course and the qualifications of the applicants.

### Policy for Transfer or Readmission Into the Nursing Program

A student seeking transfer or readmission may enter the nursing program according to the following criteria:

1. Each student must apply for admission/readmission to the nursing program through the admissions office at either the Jamestown or Cattaraugus County campus.
2. Each student must be accepted into the college for the semester being readmitted. (Application/reapplication must be completed by any transfer student or readmitted student who was not attending JCC the semester immediately prior to admission.)
3. Students seeking readmission or transfer into the nursing program need to meet the same criteria as students entering the nursing program for the first time.
4. Any readmitted student who withdrew two years ago or longer will be required to enter NUR 1520, providing he/she has successfully completed NUR 1510 or successfully challenged NUR 1510.
5. A minimum grade of "C" is required in each nursing course. A student will be permitted to repeat one nursing core course (NUR 1510, NUR 1520, NUR 2510, and NUR 2520) one time. Should the student be unsuccessful in repeating any nursing core course, he/she would be ineligible to continue in the nursing program. Students who are unsuccessful in more than one nursing core course and have already repeated one core course will not be eligible to repeat a second nursing core course. Withdrawal from a core nursing course after the first 30 calendar days will be considered a failure of the course for reapplication purposes. In case of illness or other extreme circumstances, the faculty may consider a one-time exception. The student wishing to be considered for a waiver to the withdrawal counting as a failure for reapplication purposes should obtain letters of support from two faculty members. The waiver with letters of support from two faculty members should be submitted to the nursing program committee for consideration.
6. Once the nursing sequence of courses has begun, the student must complete the program in five years. The faculty may consider exceptions to the five-year period. The student wishing to be considered for a waiver to the five-year period should obtain letters of support from two full-time nursing faculty members. The waiver, with letters of support, will be submitted to the nursing program committee for consideration.
7. Transfer credits may be approved for NUR 1510 and 1520 based upon the transfer school syllabi for those courses.
8. A student seeking transfer or readmission into the nursing program will be considered on the basis of space available and quality point average. Special consideration will be given to individuals whose education was interrupted due to a military commitment.
9. A transfer student must complete at least 30 credit hours at JCC to be eligible for graduation. The student is required to successfully complete NUR 1450 when transferring into the nursing program. Content of the course is to include the philosophy and organizing structure of the nursing program, nursing process, and information regarding student conduct. The student is to consult with the director of the nursing program for the schedule of the course.
10. Students seeking readmission or transfer into NUR 1520, 2510, or 2520 will be conditionally accepted according to

the following policy:

*Students who are conditionally reaccepted into the nursing program must successfully demonstrate selected skills learned in the previous semester(s) as identified by nursing faculty. Students will be granted the opportunity to practice the skills and will have two opportunities to successfully demonstrate the skills. During this time the resources of the college laboratory will be available to them. The demonstration of skills will occur prior to the start of the semester. Students will be notified as to the skills to be demonstrated and the times for demonstration. Students who do not successfully demonstrate selected skills after the second opportunity will be denied reacceptance into the nursing program. An \$80 fee will be charged for the skills demonstration. The fee must be paid at the business office prior to the demonstration of skills. The student must bring a copy of the receipt to the testing site.*

### Transfer from a Practical Nursing Program

JCC has articulation agreements with the Erie II-Chautauqua-Cattaraugus County and Cattaraugus-Allegany BOCES Schools of Practical Nursing. Graduates of these programs may transfer into NUR 1520 based on the following criteria:

- Meet the college and nursing program admission criteria.
- Attain an overall GPA of 85% in the LPN program.
- Graduate within the previous three years.
- Complete or challenge NUR 1500

### Licensure

Graduates of the nursing program are eligible to apply for the National Council Licensing Examination for Registered Nurses (NCLEX-RN).

At the time of submission of an application for licensure and first registration, the applicant is required to report a history of a felony or misdemeanor, or if such charges are pending. State boards of nursing will review the information submitted by the applicant and will determine if the applicant is eligible for licensure. A history of a felony or a misdemeanor may jeopardize the applicant's eligibility for licensure by state boards of nursing.

### Accreditation

JCC's associate degree nursing program has been awarded accreditation for achievement of quality and excellence in nursing education through the spring 2009 by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, 33rd Floor, New York, NY 10006, phone: 800/699-1656 or 212/363-5555; fax: 212/812-0390; or <http://www.nlnac.org/home.html>.

## Occupational Therapy Assistant Program

The occupational therapy assistant program is designed for full- and part-time study and may be completed in two academic years of full-time study. The four-semester sequence of OTA courses, which begins each fall semester, must be completed sequentially. The fourth semester (OTA 2700 and OTA 2720: Fieldwork II) must be completed within 18 months following successful completion of third semester OTA coursework. Fieldwork II assignments may have special housing and transportation requirements.

Students who successfully complete JCC's occupational therapy assistant program receive an Associate in Applied Science degree. Coursework includes a series of general education courses with an emphasis on the biological and psychological sciences. Professional studies focus on how human occupational development is affected by illness and injury and how function in various life roles can be facilitated.

Occupational therapy provides service to those individuals whose abilities to cope with tasks of living are threatened or impaired by developmental deficits, the aging process, poverty and cultural differences, physical injury or illness, or psychological and social disability. Occupational therapy is provided in a variety of settings: hospitals, clinics, rehabilitation facilities, long-term care facilities, extended care facilities, sheltered workshops, schools and camps, private homes, and community agencies. Occupational therapists both receive from and make referrals to appropriate health, educational, or medical specialists. Delivery of occupational therapy services involves several levels of personnel, including the occupational therapist, the certified occupational therapy assistant, and aides.

This entry level occupational therapy technical education program prepares the occupational therapy assistant to:

- Collaborate in providing occupational therapy services with appropriate supervision from an occupational therapist to prevent deficits and to maintain or improve function in activities of daily living, work, and play/leisure and in the underlying components (e.g. sensorimotor, cognitive, and psychosocial).
- Participate in managing occupational therapy service.
- Direct activity programs.
- Incorporate values and attitudes congruent with the profession's standards and ethics.

### Accreditation

JCC's occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Assn. (AOTA), 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD, 20824-1220. AOTA's phone number is 301/652-AOTA.

Graduates of the program will be able to sit for the national certification examination for the occupational therapist assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states, including New York and Pennsylvania, require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT certification examination.

A NBCOT certification and state licensure applicant is required to report a history of a felony or misdemeanor. NBCOT will review the information submitted by the applicant and will determine if the applicant is eligible. A history of a felony or a misdemeanor may jeopardize the applicant's eligibility for certification or licensure.

### Admission Requirements

The following steps for admission must be followed:

- Students must first apply for general admission to JCC;
- Students must then complete the application for admission to the Occupational Therapy Assistant program. This form is available in the admissions office.

Students seeking admission must apply for acceptance into the OTA program. New full- and part-time students must also follow SUNY general application procedures. Currently enrolled students must complete the OTA admission application available in the admissions office.

In keeping with the requirements of the Americans with Disabilities Act, preadmission inquiries about medical or disabling conditions are prohibited. For potential students to decide whether or not they may be able to participate fully in the program, students must review the OTA essential skills form that is available in JCC's OTA brochure or online at [www.sunyjcc.edu](http://www.sunyjcc.edu). Students should examine these criteria carefully before applying to the program. Reasonable accommodations, including the use of auxiliary aids, will be made for students with documented functional limitations. These arrangements must be made through the disability support services office.

After acceptance into the program, but before enrollment, students will need to submit health and physical records, including proof of required immunizations, to JCC's health center. All physicals must be completed by the occupational health physician provided through JCC. Following review, the applicant will be fully admitted into the OTA program.

### Admissions Requirements for OTA Applicants

- Academic performance:
  - High school average of 80% or better;
  - Applicants with a GED will be accepted into the math/science degree program until a college grade point average is established. With an established GPA, students can apply and be considered for the OTA program.
- Currently enrolled JCC students or transfer students must have a GPA of 2.5 or better.
- Successful completion of high school chemistry, CHE 1500: Introduction to Chemistry, or CHE 1530: Allied Health Chemistry.
- Applicants must have ENG 1530: English Composition II eligibility.

### Application Procedures for OTA Applicants

- Applicants must file a SUNY or JCC admissions application, complete the JCC application for admission to the OTA program, and include a copy of their high school transcript and all college transcripts from institutions other than JCC. **Deadline: March 15 or until program is full.**
- On the OTA admission essay, applicants must describe, in 150 words or less, current skills and personality traits that they believe will make them excellent occupational therapy assistants.
- Meeting the criteria does not guarantee admission into the OTA program. Admission to the OTA program is selective and limited to assure that the number of students enrolled in the program is commensurate with available instructional and clinical resources.
- Preference is given to applicants living in the New York counties of Chautauqua, Cattaraugus, and Allegany and the Pennsylvania counties of Warren, Potter, McKean, and Forest. Applicants who are not United States citizens will be considered if they have permanent resident status or an F-1 student visa issued by JCC.

## OTA Applicants With College Credits

A point system will be applied for those applicants with college credits who meet minimum admission requirements. A greater number of points improves the applicant's chances of being selected. Points will be awarded in these categories:

- Overall grade point average (GPA)

GPA	Points
3.5-4.0	6
3.1-3.49	4
2.5-3.09	2

- Completion of each general education course (C grade and above) required in the OTA program prior to the semester the applicant is being reviewed = 1 point per course.
- Previous related health care experience = 1 point.

## OTA Applicants Without College Credit

Applicants without college credit (first time freshmen) are evaluated for admission using the criteria of rank in their high school class, overall grade point average, volunteer function, and previous health care experience.

## Policy for Readmission to the Occupational Therapy Assistant Program

A student seeking readmission may enter the OTA program according to the following criteria:

- Each student must apply for readmission through the director of admissions at the Jamestown Campus. Admission criteria must be fulfilled.
- Any readmitted student who has withdrawn from the program for a period greater than three years will be given credit for OTA 1510 only, providing a grade of "C" or higher was obtained. The student is required to complete all other OTA courses in sequence.
- A minimum grade of "C" on the professional grading scale is required in each OTA course. A student is permitted to repeat each OTA course one time. If the student is unsuccessful in repeating any OTA course, he/she is ineligible to continue in the OTA program.
- A student seeking readmission to the OTA program is considered on a space available basis and grade point average.

## Chautauqua County Sheriff's Law Enforcement Academy

### Admission Policy

The Chautauqua County Sheriff's Law Enforcement Academy is offered through the Chautauqua County Sheriff's Department for students interested in becoming a local or county police officer in New York state. Acceptance into the Sheriff's Law Enforcement Academy is conducted on a competitive selection process which is contingent on the evaluation of a candidate's:

- prior college credits,
- cumulative grade point average,
- medical examination,
- psychological profiling,
- intensive background investigation (felony convictions will bar admittance; misdemeanor convictions may bar admittance),
- law enforcement agency appointment/sponsorship,
- oral board interview,
- physical agility screening,
- military records, if applicable,
- civil service list standing,
- second language skills, and
- training zone residency.

**Note: Some of these components are not required but will give the candidate additional points toward acceptance.**

All candidates must meet New York state statutes as required by the Municipal Training Council for state certification of police officers. These standards are outlined in the Chautauqua County Sheriff's Academy Rules and Procedures Manual.

Matriculated students who are enrolled in the Law Enforcement Academy may receive an A.A.S.-Individual Studies, a certificate in individual studies, or a certificate in law enforcement technology by completing a sequence of courses which are listed in the catalog.

Questions about the program should be directed to the admissions director or the academy director on the Jamestown Campus.

## Corrections Academy

### Admission Policy

The Corrections Academy is offered through the Chautauqua County Sheriff's Department for students interested in becoming a correctional officer at a local or county jail. Acceptance to the academy is contingent on successful completion of medical, psychological, and physical fitness examinations and an oral interview. An intense background investigation is conducted by an appropriate law enforcement agency. Applicants must also complete a pre-service application questionnaire.

Students who successfully complete the Corrections Academy and additional college coursework may receive an A.A.S.-Individual Studies, a certificate in individual studies, or a certificate in corrections officer technology. Previous college work may be applied to this degree program.

Questions about the degree program should be directed to JCC's criminal justice coordinator.