



Eastern New Mexico University-Roswell
Occupational Therapy Assistant Program
Policies and Procedures Manual
2026-2027

Webpage-Ready Public Version | ACOTE 2023 Publication-Ready Student Policies and Procedures

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Primary users	Students, applicants, faculty, fieldwork educators, advisors, administrators, and accreditation reviewers

Success Starts Here!



| Occupational Therapy Assistant Program Policies and Procedures

Public posting note: This webpage-ready version is written for applicants, students, faculty, fieldwork educators, advisors, administrators, and accreditation reviewers. It follows ACOTE 2023 publication expectations by using current, consistent, student-facing language and linking students to the controlling institutional and program sources.

ACOTE 2023 Publication Compliance and Linked Resources

Publication standard notice: This manual is designed to support ACOTE 2023 Standards A.4.3 and A.4.4 by maintaining accurate, consistent, student-facing public information and by publishing required policies and procedures. Current institutional policy, the live ENMU-Roswell Catalog, the OTA Program webpage, and approved program publications remain controlling sources for implementation.

Linked resources below are provided for students, faculty, administrators, fieldwork educators, and accreditation reviewers. Web links should be verified during annual publication review and whenever program information changes.

Linked resource	Purpose / ACOTE relevance	Primary standard/publication use
OTA Program webpage	Primary public program page for program overview, accreditation information, application/cost links, and publication updates.	Public/program publication source; supports ACOTE A.4.3/A.4.4 consistency.
OTA Application	Student application requirements and application-cycle information.	Student support/resource link for published program implementation.
ENMU-Roswell Admissions	Institutional admission process before OTA program application review.	Student support/resource link for published program implementation.
ENMU-Roswell Catalog	Official institutional catalog for academic requirements, course descriptions, tuition/fees, and policies.	Public/program publication source; supports ACOTE A.4.3/A.4.4 consistency.
OTA A.A.S. Catalog Program Page	Program degree and graduation requirement reference when available through the live catalog.	Public/program publication source; supports ACOTE A.4.3/A.4.4 consistency.
OTA Program Cost Sheet	Published cost estimate, fee-change statement, Trajecsys, variable costs, and distance education fee disclosure.	Public/program publication source; supports ACOTE A.4.3/A.4.4 consistency.
ENMU Governance Policy Manual / System Policies	System policies linked from the bottom of the OTA Program webpage and controlling institutional governance source.	Public/program publication source; supports ACOTE A.4.3/A.4.4 consistency.
ENMU-Roswell Current Students	Student portal/resources, Canvas/email access, student handbook, and current student links.	Student support/resource link for published program implementation.
ENMU-Roswell Academic Records / Registrar	Records, registration, withdrawal, academic standing, transcripts, and related processes.	Institutional policy/source for withdrawal, records, graduation, tuition, fees, and refunds.
ENMU-Roswell Graduation	Institutional graduation application and graduation process information.	Institutional policy/source for withdrawal, records, graduation, tuition, fees, and refunds.
ENMU-Roswell Tuition and Fees	Current tuition/fee and Business Office payment information.	Institutional policy/source for withdrawal, records, graduation, tuition, fees, and refunds.
ENMU-Roswell Financial Aid	Financial aid planning and student funding information.	Student support/resource link for published program implementation.
ENMU-Roswell Advising Services	Academic planning and advising support.	Student support/resource link for published program implementation.
ENMU-Roswell Distance Learning / Canvas	Canvas, online/hybrid learning, and distance learning support.	Student support/resource link for published program implementation.
ENMU-Roswell Computer Services	Student technology, portal, login, and IT support.	Student support/resource link for published program implementation.
ENMU-Roswell Academic Accommodations	Student disability services and academic accommodation process.	Student support/resource link for published program implementation.
ENMU-Roswell Emergency Operations Plan	Institutional emergency and evacuation reference.	Student support/resource link for published program implementation.
ACOTE Online	ACOTE web address required in public accreditation information.	Public/program publication source; supports ACOTE A.4.3/A.4.4 consistency.
ACOTE Contact Information	Current ACOTE address and contact information.	Public/program publication source; supports ACOTE A.4.3/A.4.4 consistency.
NBCOT	Certification examination and national certification information.	Student support/resource link for published program implementation.

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1. Purpose, Authority, Scope, and Availability

Navigation note: Use the linked section titles above to move through this manual. ENMU system policies are located at the bottom of the OTA Program webpage and direct users to the [ENMU Governance Policy Manual / System Policies](#).

1.1 Purpose

This Policies and Procedures Manual establishes program-level policies and procedures for the Eastern New Mexico University-Roswell Occupational Therapy Assistant (OTA) Program. It is designed to support consistent application of student-facing requirements, align program practice with institutional policy, and provide reviewer-ready evidence for ACOTE 2023 Standard A.4.4.

1.2 Authority and Controlling Documents

The OTA Program operates under the authority of Eastern New Mexico University-Roswell and follows current institutional policies, the ENMU-Roswell Catalog, the ENMU-Roswell Student Handbook, course syllabi, Canvas communications, program-specific handbooks/manuals, fieldwork agreements, and applicable ACOTE Standards. When a program document and an institutional policy conflict, the current official institutional policy controls unless an approved written program-specific requirement is more stringent and permitted by institutional policy.

System policy access note: ENMU system policies are located at the bottom of the OTA Program webpage and direct users to the [ENMU Governance Policy Manual / System Policies](#).

Policy control statement

Students, applicants, faculty, and fieldwork educators are responsible for using the most current published version of institutional and OTA Program documents. The OTA Program Director or designee reviews unclear or inconsistent information and coordinates corrections through the appropriate institutional process.

1.3 Scope

- Applicants and prospective students receiving advising or reviewing published program information.
- Students admitted to or enrolled in OTA Program courses, including transition and hybrid/lab immersion cohorts.
- Faculty, adjunct instructors, Academic Fieldwork Coordinator (AFWC), fieldwork educators, and program staff.
- Educational activities occurring in classroom, laboratory, online, simulation, community, and fieldwork settings.

1.4 Availability to Students and Applicants

The OTA Program makes policies and procedures available through the OTA Student Handbook, this Policies and Procedures Manual, the OTA Fieldwork Manual, the program webpage, program cost sheet, catalog links, admission/advising materials, orientation materials, Canvas, and official ENMU-Roswell communications. Students are expected to review and acknowledge key policies during orientation or as assigned by the program.



2. Institutional and Program Identity

2.1 Institution

Eastern New Mexico University-Roswell is a public institution serving students in Roswell, Chaves County, southeastern New Mexico, and the surrounding region. The institutional mission is: To enrich lives through learning.

2.2 Program

The ENMU-Roswell OTA Program prepares students for entry-level occupational therapy assistant practice through an Associate of Applied Science degree. The program is a spring-start program with one new cohort per year and a maximum cohort size of 28 students. The program uses a sequential professional curriculum, required laboratory learning, fieldwork education, and student support systems designed to promote safe, ethical, collaborative, occupation-centered, and client-centered practice.

2.3 Accreditation Statement

The associate-degree-level Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814; phone (301) 652-AOTA (2682) or (301) 652-6611; www.acoteonline.org.

ACOTE current contact link: [ACOTE Contact Information](#) | [ACOTE Online](#)

ACOTE web address link: www.acoteonline.org.

2.4 Delivery Model and Curriculum Transition

- Spring 2026: transition class and curriculum transition implementation.
- Fall 2026: NMHED common course numbering alignment for OTA course prefixes/numbers.
- Spring 2027: ACOTE-approved Hybrid with Required Lab Immersion delivery model begins for the new cohort.
- Distance education is approved at 49%. The program is not fully online; in-person lab immersion, competency validation, remediation when assigned, Level I fieldwork, and Level II fieldwork are required.

2.5 Program Mission and Learning Philosophy

The OTA Program aligns with the ENMU-Roswell mission by providing accessible, student-centered learning that prepares graduates to serve individuals, groups, and communities through occupational therapy. The program emphasizes collaboration and community engagement, critical reasoning and evidence-based practice, client- and occupation-centered intervention, ethics, professionalism, safety, and lifelong learning.

3. Publication, Communication, and Consistent Application of Policies

3.1 Publication Sources

Publication/source	Primary content	Student/applicant use
OTA Program webpage	Program overview, accreditation/public information, application and advising links, graduation requirements/cost links when posted or linked.	Before applying and when verifying current program information.
ENMU-Roswell Catalog	Degree requirements, course descriptions, tuition/fees, general institutional policies, academic standing, graduation processes.	Official institutional source for current academic requirements.
OTA Student Handbook	Student-facing program expectations, admissions, progression, hybrid/lab immersion, fieldwork readiness, safety, conduct, support, certification/licensure.	Before signing acknowledgement and throughout the program.
OTA Policies and Procedures Manual	Program policy control, A.4.4 requirements, grievance/complaint processes, withdrawal/refunds, progression/dismissal, safety, equipment, costs.	Reference for consistent policy application and accreditation review.
OTA Fieldwork Manual	Fieldwork roles, responsibilities, objectives, agreements, communication, safety, supervision, evaluation, removal/failure procedures.	Before and during fieldwork education.
OTA Program Cost Sheet	Fixed program cost estimate, variable costs, Trajecsys, distance education fee notice, and fee-change statement.	Before applying, before registration, and during financial planning.
Course syllabi and Canvas	Course-level requirements, assignments, grading, attendance, due dates, lab/fieldwork	Each semester/course.



Publication/source	Primary content	Student/applicant use
	expectations, and faculty communication.	
ENMU Governance Policy Manual / System Policies	ENMU system and governance policies, including controlling institutional policies applicable to students, employees, academic operations, and administration.	Linked from the bottom of the OTA Program webpage and available through the ENMU Governance Policy Manual. ENMU Governance Policy Manual / System Policies

3.2 Consistent Application

- Program faculty apply published requirements through syllabi, rubrics, laboratory competency check-offs, fieldwork documentation, advising records, program meetings, and official student communications.
- Faculty document policy-based decisions when progression, remediation, fieldwork continuation, safety, or professionalism is affected.
- Students are referred to current published policies and are encouraged to ask for clarification before deadlines or concerns escalate.
- Policy changes are reviewed by appropriate program/institutional personnel and communicated through current documents or official channels.

3.3 Publication Standards and Webpage Linkage

ACOTE 2023 Standards A.4.3/A.4.4 publication cross-check: Before public posting, the Program Director or designee verifies that the OTA Program webpage and linked documents contain accurate, consistent, current, and student-facing information for accreditation, admissions, progression, complaints/grievances, withdrawal/refunds, probation/suspension/dismissal, safety, equipment/supplies, graduation requirements, total cost, fee-change language, and distance education fee disclosure.

Primary linked sources for this publication review include: [OTA Program webpage](#) | [ENMU-Roswell Catalog](#) | [OTA Program Cost Sheet](#) | [System Policies](#) | [ACOTE Online](#)

Before public posting, the Program Director or designee verifies that OTA publications remain consistent with ACOTE publication expectations, the ENMU-Roswell Catalog, the OTA Student Handbook, the OTA Fieldwork Manual, the OTA Program Cost Sheet, degree-map/advising materials, and the OTA Program webpage. The OTA Program webpage includes applicable program and institutional links. ENMU system policies are located at the bottom of the webpage and direct users to the [ENMU Governance Policy Manual / System Policies](#).

4. Student Rights, Responsibilities, and Records

4.1 Student Responsibility

OTA students are responsible for knowing and following current institutional policies, program policies, course syllabi, Canvas instructions, fieldwork site requirements, and official communications. Failure to read or acknowledge a policy does not remove the student responsibility to follow it after it has been made available through official program or institutional channels.

4.2 Records and Confidentiality

Student records are maintained in accordance with applicable institutional policy, FERPA, and program records practices. Program records may include admission documentation, advising notes, acknowledgement forms, progression records, laboratory competency documentation, fieldwork documentation, complaint/grievance records, remediation or success plans, and communication records. Records are stored securely with access limited to personnel with a legitimate educational interest.

4.3 Student Communication

- Students must monitor ENMU-Roswell email, Canvas, syllabi, and official program communications regularly.
- Students must update contact information according to institutional process and notify the program when changes may affect safety, fieldwork placement, attendance, or progression.
- Students must communicate professionally, promptly, and honestly with faculty, the Program Director, AFWC, fieldwork educators, advisors, and campus support offices.



5. Student Grievances and Complaints Against the Program

5.1 Policy

The OTA Program defines and publishes procedures for student concerns, grievances, and other complaints against the program. The program encourages early, respectful, and documented communication. Students may use the informal program process for many concerns, but they retain the right to follow the current institutional grievance, grade appeal, conduct, Title IX, disability accommodation, or due-process procedures when applicable.

5.2 Definitions

Term	Definition
Concern	A question or problem that may be resolved through clarification, advising, instructor feedback, or communication with program personnel.
Complaint against the program	A documented concern alleging that a program action, requirement, communication, or process was unclear, inconsistently applied, unfair, or not aligned with published policy.
Grievance	A formal student complaint processed under current ENMU-Roswell institutional policy or another applicable institutional process.
Grade appeal	A challenge to a course grade or evaluation that must follow the current institutional grade appeal process and published timelines.

5.3 Program-Level Complaint Procedure

1. Student identifies the concern and reviews the relevant syllabus, handbook, fieldwork manual, catalog, policy, assignment feedback, or official communication.
2. Student first communicates with the faculty member, AFWC, or staff member most directly connected to the concern, unless the concern involves safety, discrimination, harassment, retaliation, or another matter requiring immediate institutional reporting.
3. If unresolved, the student submits a written concern to the Program Director or designee. The written concern should include the student name, contact information, date, course/setting, policy or action at issue, supporting documentation, steps already taken, and requested resolution.
4. The Program Director or designee reviews documentation, may meet with involved parties, consults institutional policy or administrators when needed, and provides a documented response or directs the student to the appropriate institutional process.
5. If the concern involves the Program Director, or if the student believes the response does not resolve the concern, the student may follow the current institutional chain of communication, grievance, complaint, grade appeal, or due-process procedure.

5.4 Records Maintenance

Program-level complaints and grievances are documented and maintained in secure program or institutional records according to applicable records retention requirements. Documentation may include the written complaint, supporting materials, meeting notes, correspondence, response, referral to institutional process, and final outcome. Complaint records are used for policy review and program evaluation while protecting student privacy.

5.5 Non-Retaliation

Retaliation against a student for using a good-faith complaint, grievance, appeal, accommodation, safety, or reporting process is prohibited. Concerns involving retaliation, discrimination, harassment, Title IX, disability access, or safety should be referred promptly to the appropriate ENMU-Roswell institutional office according to current policy.

6. Admission, Progression, Probation, Suspension, Dismissal, and Re-Entry

6.1 Admission and Pre-Program Planning

Applicants must apply to ENMU-Roswell and submit the separate OTA Program application according to the current application cycle. Applicants are responsible for official transcripts, advising, TEAS for Allied Health requirements, application materials, and current published deadlines. Current advising materials identify pre-admission coursework, GPA expectations, TEAS requirements, and application steps.

Applicant notice

Admission requirements, course numbers, tuition/fees, deadlines, application materials, and program delivery information may change through institutional and program approval processes. Applicants must follow the current published requirements for

Applicant notice

the application cycle in which they apply.

6.2 Progression and Continuation

- OTA courses are sequential. Students must meet course prerequisites, co-requisites, fieldwork readiness gates, laboratory competency requirements, health/safety requirements, and professional behavior expectations to progress.
- A minimum grade of C/75% is required in OTA courses and required non-OTA courses in the degree plan unless a higher standard is published in the syllabus or site requirement.
- Students must successfully complete required laboratory competencies, remediation when assigned, Fieldwork Level I, Fieldwork Level II, documentation, and course assignments to continue in the program.
- Students who fail, withdraw from, or interrupt progression in a required OTA course may be required to apply for a future cohort and follow current catalog/program requirements. Readmission or re-entry is not guaranteed.

6.3 Program Probation / Success Plan

The OTA Program may use a written success plan, remediation plan, fieldwork learning contract, or professionalism plan when a student demonstrates academic, competency, attendance, safety, documentation, communication, or professional behavior concerns. The plan identifies the concern, evidence, expected behavior or performance, timeline, resources/support, consequences, and follow-up review. Program probation or success planning is separate from institutional academic standing and does not replace current catalog policies.

6.4 Institutional Academic Warning, Probation, and Suspension

Students are subject to ENMU-Roswell academic standing policies published in the current catalog. Institutional academic warning, probation, suspension, suspension waiver, appeal for readmission, and related processes are controlled by current institutional policy. Students on institutional academic standing restrictions must work with Advising, Financial Aid when applicable, and the appropriate institutional office. Students must also meet OTA Program progression requirements to remain eligible for OTA coursework and fieldwork.

6.5 Program Dismissal or Inability to Continue

A student may be dismissed from or unable to continue in the OTA Program when published academic, fieldwork, safety, health, professional behavior, confidentiality, attendance, documentation, or ethical requirements are not met. Dismissal or failure to progress may result from, but is not limited to:

- Failure to earn required course grades or complete required course/fieldwork/laboratory competencies.
- Failure to complete or maintain background check, drug screening, immunization, CPR/AED, health, confidentiality, or site onboarding requirements by posted deadlines.
- Unsafe client care, unsafe equipment use, failure to follow infection control or evacuation procedures, or conduct that places clients, students, faculty, staff, or fieldwork personnel at risk.
- Violation of confidentiality, HIPAA/FERPA expectations, site policies, academic integrity, professional behavior, or the AOTA Occupational Therapy Code of Ethics expectations as applied in the curriculum.
- Failure to follow a documented success plan, remediation plan, fieldwork learning contract, or institutional/program directive.

6.6 Re-Entry / Readmission

Students seeking re-entry or readmission after withdrawal, failure, dismissal, interrupted progression, or fieldwork failure must follow current ENMU-Roswell and OTA Program requirements. Re-entry may depend on space availability, current curriculum, course sequencing, prior performance, safety/professionalism concerns, time away from coursework, remediation needs, fieldwork eligibility, and institutional academic standing. Students return under the current catalog/curriculum unless an official written exception applies.



[7. Withdrawal, Refunds, Tuition, Fees, Total Cost, and Distance Education Fee Disclosure](#)

7.1 Withdrawal Policy and Procedure

A student considering withdrawal from a course, fieldwork, or the OTA Program should meet with the instructor or AFWC as applicable, the Program Director, an academic advisor, Financial Aid, and the Registrar before withdrawing whenever possible. Withdrawal can affect financial aid, refunds, academic standing, cohort progression, fieldwork eligibility, graduation timeline, and readmission eligibility. Students must complete withdrawal according to current ENMU-Roswell procedures and published deadlines.

7.2 Refunds of Tuition and Fees

Student withdrawal and refunds of tuition and fees are governed by current ENMU-Roswell institutional policy, catalog, published refund schedule, Registrar processes, Business Office processes, and Financial Aid requirements. Refunds may depend on registration status, withdrawal date, course start date, aid status, and institutional deadlines. Applicants and students are directed to verify current tuition, fees, refund deadlines, and financial aid impact before registration or withdrawal.

Related institutional links: [Academic Records / Registrar](#) | [Tuition and Fees](#) | [Financial Aid](#)

7.3 Total Cost Disclosure

The OTA Program publishes a student cost estimate to support advising, financial planning, and ACOTE publication compliance. The 2026-2027 estimate includes tuition, fees, selected fixed program costs, Trajecsys, background checks, drug screens, student accident coverage, learning platform fees, NBCOT examination fee when built into the course fee structure, and variable costs students should plan for. The cost estimate is a planning tool and does not replace current Business Office, Financial Aid, Registrar, or catalog charges.

7.4 2026-2027 Fixed Program Cost Estimate

Residency category	Estimated fixed program total	Notes
Resident In-District	\$7,420.95	Estimate includes fixed program costs listed in the 2026-2027 OTA Program Cost Sheet.
Resident Out-of-District	\$7,840.95	Out-of-district means official New Mexico residents outside Chaves County; nonresident/out-of-state tuition is not included in this estimate.
Trajecsys	\$150.00 included in estimates	Estimated 12-27 month OT/health program reporting access.
Distance education fee	\$10 per credit hour when a course section is billed as Web	Applies when the institution bills the course section as Web/distance education.

Cost and fee-change statement
 Use published costs as an estimate for planning. Costs may change. Students should confirm final charges with the Business Office, Financial Aid, Advising, Registrar, and OTA Program before registration. Variable costs may include immunizations/titers, CPR/AED, books, uniforms, memberships, laptop/technology, distance education fees when applicable, fieldwork travel, housing, transportation, and site-specific onboarding.

7.5 Distance Education Fee Disclosure

Beginning with the Spring 2027 cohort, the OTA Program is delivered in an ACOTE-approved Hybrid with Required Lab Immersion model. Required online/hybrid activity may be supported through Canvas, Microsoft Teams, and other course technologies. When an OTA course section is billed as Web by ENMU-Roswell, students may be charged the current institutional distance education fee, listed in the current cost disclosure as \$10 per credit hour. Students must verify current tuition and fees each term because institutional fees may change.

[8. Graduation and Program Completion Requirements](#)

8.1 Policy

Graduation requirements are published through the ENMU-Roswell Catalog, OTA Program webpage or linked degree information, OTA Student Handbook, advising materials, and official graduation processes. Students are responsible for meeting all institutional degree requirements and all OTA Program completion requirements for the Associate of Applied Science in Occupational Therapy Assistant.



Related graduation links: [Graduation](#) | [OTA A.A.S. Catalog Program Page](#) | [OTA Program webpage](#)

8.2 Program Completion Requirements

- Complete all required pre-admission/support courses and OTA core courses in the approved degree plan with the required minimum grades.
- Complete all didactic coursework, laboratory competencies, simulations or practical exams, remediation when assigned, and professional behavior requirements.
- Complete Level I fieldwork and Level II fieldwork requirements, including required hours, assignments, evaluations, documentation, site requirements, and completion time frame.
- Meet health, safety, background check, drug screening, CPR/AED, immunization, confidentiality, and onboarding requirements as required by the program and fieldwork sites.
- Submit graduation application materials and meet ENMU-Roswell Registrar/Catalog requirements by institutional deadlines.
- Resolve institutional holds, incomplete grades, transfer credit issues, degree audit issues, or documentation requirements before degree posting.

8.3 Certification, Licensure, and Employment Responsibility

Graduation from the OTA Program allows graduates to apply for the NBCOT certification examination process, subject to NBCOT requirements. State licensure is a separate process and may require successful NBCOT certification, fees, background/character review, and additional documentation. Graduation does not guarantee fieldwork placement, NBCOT eligibility, licensure, or employment. Graduates are responsible for understanding certification, licensure, and employment requirements in the state where they intend to practice.

Related certification links: [NBCOT](#) | [ACOTE Online](#) | [AOTA](#)

9. Hybrid with Required Lab Immersion and Distance Education Expectations

9.1 Delivery Model

The OTA Program is not fully online. The Spring 2027 cohort uses an ACOTE-approved Hybrid with Required Lab Immersion delivery model. Online learning, synchronous interaction, Canvas activities, and technology-supported assignments are combined with required in-person laboratory immersion, hands-on skills validation, competency testing, remediation when assigned, and fieldwork experiences.

Related distance learning links: [Distance Learning / Canvas](#) | [Current Students](#) | [Computer Services](#)

9.2 Student Technology Responsibilities

- Maintain reliable access to Canvas, ENMU-Roswell email, CosmoLink, Microsoft Teams, and required course technology.
- Use a device, webcam, microphone, browser, internet connection, and file-upload capability sufficient for online/hybrid coursework.
- Complete online activities, synchronous sessions, and assignments by published deadlines.
- Report access, login, Canvas, or technology issues promptly to the appropriate ENMU-Roswell support office and instructor.
- Maintain academic integrity and identity verification expectations in online and hybrid learning environments.

9.3 Required In-Person Activities

Students must attend required in-person lab immersion, competencies, remediation when assigned, and fieldwork. Required in-person activities cannot be replaced by online assignments unless the program documents an approved alternative that still meets course objectives, safety requirements, and ACOTE expectations. Students are responsible for planning work, childcare, transportation, lodging, and financial resources for required in-person participation.

10. Appropriate Use of Equipment and Supplies

10.1 Policy

OTA equipment and supplies are used only for approved educational purposes under appropriate faculty, staff, or fieldwork supervision. Students must use all equipment, tools, supplies, technology, adaptive devices, modalities, laboratory materials, and fieldwork resources safely, ethically, and according to instruction, manufacturer guidelines, institutional requirements, site policies, and course objectives.

10.2 General Equipment and Supply Rules

- Students may not use equipment or supplies without orientation, instruction, and permission from faculty or the appropriate supervisor.
- Students must inspect equipment before use and immediately report broken, missing, unsafe, malfunctioning, expired, or contaminated equipment/supplies.
- Students must use personal protective equipment (PPE), hand hygiene, body mechanics, guarding, and infection control procedures as appropriate.
- Students must clean, disinfect, return, store, and secure equipment/supplies as instructed after use.
- Students may not remove program equipment or supplies from the laboratory, classroom, storage area, or fieldwork site unless authorized in writing or through official course procedures.
- Students may not use power tools, sharp instruments, thermal/electrotherapeutic agents, transfer devices, mobility devices, or other equipment with health/safety implications until trained and supervised according to course requirements.
- Misuse of equipment, unsafe conduct, theft, unauthorized removal, intentional damage, or refusal to follow safety procedures may result in removal from the activity, remediation, course failure, dismissal, institutional discipline, or fieldwork removal.

10.3 Laboratory and Simulation Safety

Laboratory and simulation activities may include movement analysis, range of motion, manual muscle testing, transfers, positioning, mobility, assistive technology, activities of daily living, adaptive equipment, physical agent modality education as applicable, splinting/orthotics, community mobility, and simulated client care. Students must follow faculty instructions, maintain privacy and dignity of peers, use safe body mechanics, ask for assistance when uncertain, and stop any activity that appears unsafe.

10.4 Inventory and Maintenance

Program faculty and staff maintain OTA Program equipment and supply inventories, identify needs for repair/replacement, and coordinate purchasing according to institutional policy. Faculty review safety requirements before equipment is used in instruction. Fieldwork sites remain responsible for site-owned equipment and site-specific safety protocols.

11. Health, Safety, Infection Control, Emergency, and Evacuation Procedures

11.1 Policy

The OTA Program documents and communicates health and safety expectations for educational activities that may affect clients, students, faculty, fieldwork educators, and community partners. Students must meet health/safety requirements by posted deadlines and must follow safety, infection control, confidentiality, and emergency procedures in classroom, laboratory, online, community, and fieldwork settings.

11.2 Health and Safety Requirements

- Current CPR/AED or BLS certification as required by the program or fieldwork sites.
- Tuberculosis screening and immunization documentation required by program and fieldwork sites.
- Measles, mumps, rubella, varicella, tetanus/diphtheria/pertussis, hepatitis B vaccination or documentation when required or recommended, and any site-specific requirements.
- Background check, drug screening, and health documentation as required by the program and fieldwork sites.
- Universal precautions, infection control, confidentiality, HIPAA/FERPA, safety, and OSHA-related training as required before fieldwork.
- Personal health insurance responsibility unless otherwise specified by institutional or site policy.

11.3 Infection Control Procedures

- Use hand hygiene before and after client/student contact, laboratory practice, use of shared equipment, and exposure to body fluids or contaminated materials.
- Use appropriate PPE when instructed or when exposure risk exists.
- Clean and disinfect mats, treatment surfaces, tools, adaptive equipment, and shared materials according to program or site instructions.
- Do not participate in lab or fieldwork when illness, symptoms, exposure, or site policy restrictions could create risk to others; notify faculty/AFWC promptly for guidance.
- Dispose of contaminated materials according to institutional, laboratory, or site procedures. Students may not handle sharps or biohazard materials unless the activity is specifically authorized and supervised.

- Follow site-specific infection control procedures during fieldwork, including masking, immunization, testing, isolation, or exposure reporting requirements when applicable.

11.4 Incident, Injury, Exposure, and Near-Miss Reporting

Students must report injury, exposure, accident, unsafe condition, equipment malfunction, client safety concern, near miss, or emergency immediately to the supervising faculty member, AFWC, fieldwork educator, or appropriate site personnel. Documentation must be completed according to institutional, program, course, and site procedures. Students must not conceal safety events or attempt to manage client or campus emergencies outside their role.

11.5 Emergency and Evacuation Procedures

- Follow all ENMU-Roswell emergency alerts, alarms, Campus Security directions, building coordinator instructions, and posted emergency procedures.

Related emergency link: [Emergency Operations Plan](#)

- When an alarm sounds or evacuation is directed, leave by the nearest safe marked exit and alert others as appropriate.
- Do not use elevators during fire, tornado, earthquake, or other evacuation unless emergency personnel direct otherwise.
- Assist individuals needing help only within the limits of safety and training; notify emergency personnel or campus officials when assistance is needed.
- Move to the designated assembly area or a safe distance from the affected building as directed. Keep streets, fire lanes, hydrants, and walkways clear for emergency personnel.
- Do not return to an evacuated area until authorized by institutional officials or emergency personnel.
- Faculty or designated personnel account for students when possible and report missing or injured persons to appropriate emergency responders.

11.6 Weather, Campus Closure, and Fieldwork Site Closure

Students must monitor official ENMU-Roswell communications for weather, campus closure, delayed start, remote instruction, or emergency notices. Fieldwork site closures may differ from campus closure decisions. Students should follow AFWC and site communication regarding fieldwork attendance, safety, and make-up requirements.

12. Fieldwork Education Policies and Safety Expectations

12.1 Fieldwork Manual

The OTA Fieldwork Manual is the primary program reference for Level I-A, Level I-B, Level II-A, and Level II-B fieldwork policies. Students and fieldwork educators are responsible for following the current Fieldwork Manual, fieldwork course syllabi, fieldwork agreements, site onboarding requirements, and AFWC communications.

12.2 Fieldwork Placement and Agreements

- Students may not independently arrange placements or initiate placement agreements on behalf of ENMU-Roswell.
- The AFWC develops and maintains fieldwork sites through current written agreements, site information review, onboarding requirements, supervisor documentation, and communication records.
- Students must complete site onboarding, immunization/health requirements, CPR/AED, background check, drug screen, confidentiality, HIPAA/OSHA, and other site-specific requirements by posted deadlines.
- Fieldwork site requirements may be more stringent than program requirements. Failure to meet site requirements may delay or prevent placement/progression.

12.3 Fieldwork Safety, Evaluation, and Removal

Consumer/client safety and sound supervision are primary in fieldwork education. When concerns arise related to safety, professionalism, attendance, communication, documentation, reasoning, client care, or supervision, the fieldwork educator and student should communicate promptly and notify the AFWC. The response may include additional feedback, meetings, a documented success plan or learning contract, clarified expectations, adjusted assignments, or removal from the placement when necessary.

- A student may be removed, withdrawn, or assigned a failing grade when they cannot perform safely, ethically, professionally, or competently according to program/site requirements.
- Failure to comply with HIPAA, FERPA, confidentiality, privacy, safety, infection control, or facility requirements may result in removal or failure.



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- A student who fails, withdraws from, or is removed from Level II fieldwork may repeat only one Level II fieldwork experience under current program policy; a student who fails two Level II experiences cannot continue in the OTA Program.
- Level II fieldwork must be completed within 20 months following completion of the didactic portion of the program unless a more current published policy controls.

13. Professional Conduct, Academic Integrity, Confidentiality, and Social Media

13.1 Professional Conduct

Students are expected to demonstrate professional behavior consistent with occupational therapy education, ENMU-Roswell policy, the OTA Student Handbook, course syllabi, fieldwork expectations, and AOTA ethical expectations. Professional behavior includes respectful communication, punctuality, accountability, receptiveness to feedback, safe practice, ethical decision making, cultural responsiveness, confidentiality, and responsible participation in classroom, laboratory, online, community, and fieldwork activities.

13.2 Academic Integrity

Students must follow current ENMU-Roswell academic integrity policies and course-specific instructions. Cheating, plagiarism, unauthorized collaboration, falsification of documentation, misuse of artificial intelligence when prohibited, misrepresentation of hours or competencies, unauthorized sharing of assessments, or dishonest communication may result in course consequences, program action, institutional discipline, or dismissal.

13.3 Confidentiality

Students may access client, peer, faculty, institutional, and fieldwork site information only when there is an educational need to know and only as permitted by law, policy, fieldwork educator, or faculty instruction. Students may not disclose confidential information verbally, in writing, electronically, through social media, photographs, recordings, screenshots, or public discussion without authorization.

13.4 Social Media and Recording

Students may not post, record, photograph, stream, or share client information, fieldwork site information, laboratory activities, peers, faculty, or educational materials without authorization. Students are responsible for protecting privacy, confidentiality, copyright, academic integrity, and professionalism in digital spaces.

14. Student Support, Accessibility, and Accommodations

14.1 Student Support

Students are expected to seek support early. ENMU-Roswell and the OTA Program connect students with advising, tutoring, PASS/NetTutor support, library/research support, Canvas/distance learning support, computer services, financial aid, counseling/wellness resources, campus safety, and academic accommodations. Students should report access or technology problems promptly so they can be documented and addressed before they affect attendance, assignments, lab preparation, or fieldwork readiness.

14.2 Academic Accommodations

Students seeking disability-related accommodations must follow the current ENMU-Roswell academic accommodations process. Approved accommodations are implemented in collaboration with the appropriate institutional office, faculty, the Program Director, AFWC, and fieldwork sites when applicable. Students remain responsible for meeting essential program, course, safety, laboratory, and fieldwork requirements with or without reasonable accommodation.

Related accommodations link: [Academic Accommodations](#)

14.3 Financial and Planning Support

Because the OTA Program includes sequential courses, required in-person lab immersion, fieldwork, technology, onboarding costs, and variable travel or housing costs, students should meet with Financial Aid, Advising, and the Program Director early. Students are responsible for planning work, childcare, transportation, technology, immunizations, fieldwork costs, and other program responsibilities.

Related planning links: [Financial Aid](#) | [Advising Services](#) | [OTA Program Cost Sheet](#)



15. Policy Review, Document Control, and Records Maintenance

15.1 Annual Review

The Program Director, with input from faculty, AFWC, staff, advising/enrollment partners, institutional offices, and administrators as appropriate, reviews OTA Program policies at least annually and when changes occur in ACOTE Standards, institutional policy, state/common course numbering, curriculum, fieldwork requirements, program delivery, tuition/fees, or publication requirements.

15.2 Policy Revision Process

1. Identify needed revision through program evaluation, accreditation review, student/faculty feedback, institutional policy change, curriculum change, fieldwork requirement, or publication audit.
2. Compare proposed revision against current catalog, student handbook, fieldwork manual, syllabi, website, cost sheet, and institutional policy.
3. Obtain appropriate program, division, institutional, curriculum, or administrative review/approval when required.
4. Update the controlling document and revision date.
5. Communicate the change to students, applicants, faculty, advisors, fieldwork educators, and/or web/marketing personnel as applicable.
6. Archive or retain superseded versions according to records requirements and accreditation evidence needs.

15.3 Document Control Table

Document	Owner/responsible role	Review frequency	Primary access point
OTA Policies and Procedures Manual	Program Director	Annual and as needed	Program files, orientation/Canvas or program communication, accreditation evidence
OTA Student Handbook	Program Director with faculty input	Annual and as needed	Program webpage/Canvas/orientation
OTA Fieldwork Manual	AFWC and Program Director	Annual and as needed	Fieldwork communications, Canvas, program files
OTA Program Cost Sheet	Program Director with Business Office/Financial Aid/Advising verification as applicable	Annual and when fees change	Program webpage/link, advising/application materials
OTA Program Webpage	Program Director and approved web/marketing personnel	Annual and when publications change	Public website
ENMU-Roswell Catalog/Student Handbook	Institutional offices	Institutional cycle	Official ENMU-Roswell website/catalog
ENMU Governance Policy Manual / System Policies	ENMU governance/institutional offices	Institutional cycle and as revised	Linked from the bottom of the OTA Program webpage and available through the ENMU Governance Policy Manual. ENMU Governance Policy Manual / System Policies

15.4 Branding and Accessibility

This manual uses ENMU-Roswell branded green, clear headings, page numbering, tables, and readable typography. ENMU-Roswell logo use should follow current brand guidance, including preserving official logo proportions, clear space, approved colors, and Marketing Department review when required for public distribution. Electronic versions should preserve headings, readable contrast, and accessible formatting where possible.

Appendix A. 2026-2027 Student Cost Estimate and Disclosure

This appendix summarizes the current cost disclosure for A.4.4. The OTA Program Cost Sheet remains the controlling student-facing cost document and should be updated annually or when institutional/program fees change.

Cost category	Resident In-District	Resident Out-of-District	Notes
Tuition, fees, and registration	\$5,640.00	\$6,060.00	5 full-time semesters; 12-18 credit hours/semester.
Science lab + TEAS assessment	\$85.00	\$85.00	BIOL 2210L lab + TEAS through campus Testing Services.
OT lab fees	\$200.00	\$200.00	4 classes x \$50.
OT supply fees	\$120.00	\$120.00	4 classes x \$30.



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Cost category	Resident In-District	Resident Out-of-District	Notes
Allied Health liability fee	\$20.00	\$20.00	4 classes x \$5.
Learning platforms fee	\$330.00	\$330.00	OTAP 2220.
OT NBCOT exam fee	\$567.00	\$567.00	OTAP 2250.
Background checks + drug tests	\$272.00	\$272.00	2 background checks and 2 drug tests.
Student accident coverage fee	\$36.95	\$36.95	Estimated one year for external clinical/practicum sites.
Trajecsys Report System	\$150.00	\$150.00	Estimated 12-27 month OT/health program reporting access.
Estimated fixed program cost total	\$7,420.95	\$7,840.95	Excludes variable costs. Costs may change.

Variable costs and fee-change notice

Variable costs to prepare for may include immunizations/titers, distance education fee of \$10/credit hour when a course section is billed as Web, CPR/AED, books, uniforms, memberships, laptop/technology, fieldwork travel, housing, transportation, and site-specific onboarding. Costs may change; students should confirm final charges with the Business Office, Financial Aid, Advising, Registrar, and OTA Program before registration.

Appendix B. Student Acknowledgement of Policies

Students may be required to complete this acknowledgement during orientation, in Canvas, or as assigned by the OTA Program. Electronic signature, scanned signature, or paper submission instructions are provided by the program.

Acknowledgement area	Student statement
Handbook/manual responsibility	I certify that I have received, reviewed, and understand that I am responsible for the information contained in the OTA Student Handbook, OTA Policies and Procedures Manual, course syllabi, OTA Fieldwork Manual, and official ENMU-Roswell communications.
Confidentiality	I agree not to disclose confidential client, peer, faculty, fieldwork site, or institutional information verbally, in writing, electronically, through social media, or through photographs/recordings without authorization.
Safety and laboratory participation	I understand that occupational therapy education requires hands-on laboratory participation, simulated client care, movement analysis, transfers, positioning, handling, competency validation, and use of equipment/supplies under supervision. I agree to participate safely and respectfully.
Hybrid/lab immersion and fieldwork	I understand that the OTA Program is not fully online and that required in-person lab immersion, competencies, remediation when assigned, and fieldwork are required.
Cost and fee awareness	I understand that costs and fees may change and that I am responsible for confirming current tuition, fees, financial aid, refund, and fieldwork-related costs.

Student printed name: _____ Student signature: _____
 _____ Date: _____

Appendix C. Safety and Incident Documentation Guide

Use current institutional, course, laboratory, and fieldwork site reporting procedures. This guide identifies the minimum information the OTA Program should document when a safety event, injury, exposure, near miss, equipment issue, or fieldwork concern occurs.

Documentation element	Information to capture
Date/time/location	When and where the incident, injury, exposure, near miss, or concern occurred.
People involved/notified	Student, faculty, AFWC, fieldwork educator, site personnel, campus security, emergency personnel, administrator, or other relevant parties.
Description of event	Objective description of what occurred, equipment/supplies involved, activity, setting, and immediate risk.
Immediate response	First aid, emergency services, removal from activity, cleaning/disinfection, equipment removed from use, site report, or other action.
Policy/site requirements	Relevant policy, procedure, syllabus, fieldwork site rule, or safety



Documentation element	Information to capture
Follow-up plan	requirement. Medical follow-up, remediation, success plan, repair/replacement, communication, incident form, or policy review.
Final disposition	Resolved, pending, referred, equipment repaired, student cleared, placement modified, course/fieldwork action, or administrative review.

Appendix D. Annual Policy Review Checklist

- ACOTE 2023 publication standard review completed for A.4.3/A.4.4 before public posting using [ACOTE Contact Information](#) and [ACOTE Online](#).
- ACOTE accreditation statement uses current ACOTE address, phone numbers, and web address.
- [OTA Program webpage](#), Student Handbook, Fieldwork Manual, Policies and Procedures Manual, [OTA Program Cost Sheet](#), [ENMU-Roswell Catalog](#), and application materials are consistent.
- System policies link at the bottom of the OTA Program webpage directs users to the current [ENMU Governance Policy Manual / System Policies](#).
- Graduation requirements are posted or linked on the OTA Program webpage and align with the catalog, handbook, and degree plan.
- Cost sheet includes tuition/fees, total program cost, Trajecsys, variable costs, fee-change statement, and distance education fee disclosure.
- Grievance/complaint process is published and records maintenance process is identified.
- Withdrawal/refund information directs students/applicants to current institutional policy, Registrar, Business Office, and Financial Aid.
- Probation, suspension, dismissal, progression, re-entry, and fieldwork failure/removal policies are consistent across documents.
- Equipment/supply use, lab safety, infection control, evacuation, and incident reporting policies are current.
- Hybrid/lab immersion and distance education statements are accurate and do not present the program as fully online.
- Policy acknowledgements are collected and stored according to program/institutional practice.

End of Manual

This manual is intended to support consistent application of published policies and procedures for the ENMU-Roswell OTA Program and to provide supporting evidence for ACOTE Self-Study Question 25 / 2023 Standard A.4.4. Current institutional policy, catalog requirements, and approved program publications remain controlling sources for implementation.