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INTERNATIONAL INSTITUTE  
of ORTHOTICS & PROSTHETICS

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**INTERNATIONAL INSTITUTE OF ORTHOTICS AND PROSTHETICS****INSTITUTIONAL DECLARATIONS****MISSION STATEMENT**

The mission of the International Institute of Orthotics and Prosthetics (IIOOP) is to provide comprehensive academic programs that promote student success in a manner for which they can utilize the acquired knowledge, skills, attitudes, and values to be competent and ethical practitioners of allied health.

**INSTITUTIONAL PURPOSE AND GOALS****GENERAL**

The vision of IIOOP is to be an internationally recognized organization for advancing the orthotics and prosthetics profession and developing and delivering innovative and collaborative services to veterans and all patients. Its goal is to be an international resource center where students, educators, researchers, manufacturers, practitioners, patients, and other industry partners can collaborate to advance the profession and improve the lives of patients.

**The International Institute of Orthotics and Prosthetics will specifically provide:**

- academic programs that help students acquire and develop the knowledge, skills, attitudes, and values that are necessary to be competent and ethical practitioners of the allied health arts.
- employment of faculty who support the mission of the Institute, have diverse academic and professional experiences, are dedicated to teaching and scholarship, are sensitive to the needs of students, and who are committed to professional development.
- pertinent laboratory experiences and related activities that are designed to prepare students to participate as health care providers in the civic, social, cultural, ethical, and political aspects of community life.
- a pathway for continued education for orthotic and prosthetic practitioners to keep them abreast of advancing knowledge in their profession.
- turnkey educational and research services to students, manufacturers, allied healthcare providers, and patients alike.
- researchers with access to the facilities and the volume of patients needed for clinically accepted and validated research.
- collaboration and innovation by strategically aligning partners and convening the best and brightest worldwide in the profession.
- awareness of the orthotics and prosthetics profession through symposiums and workshops

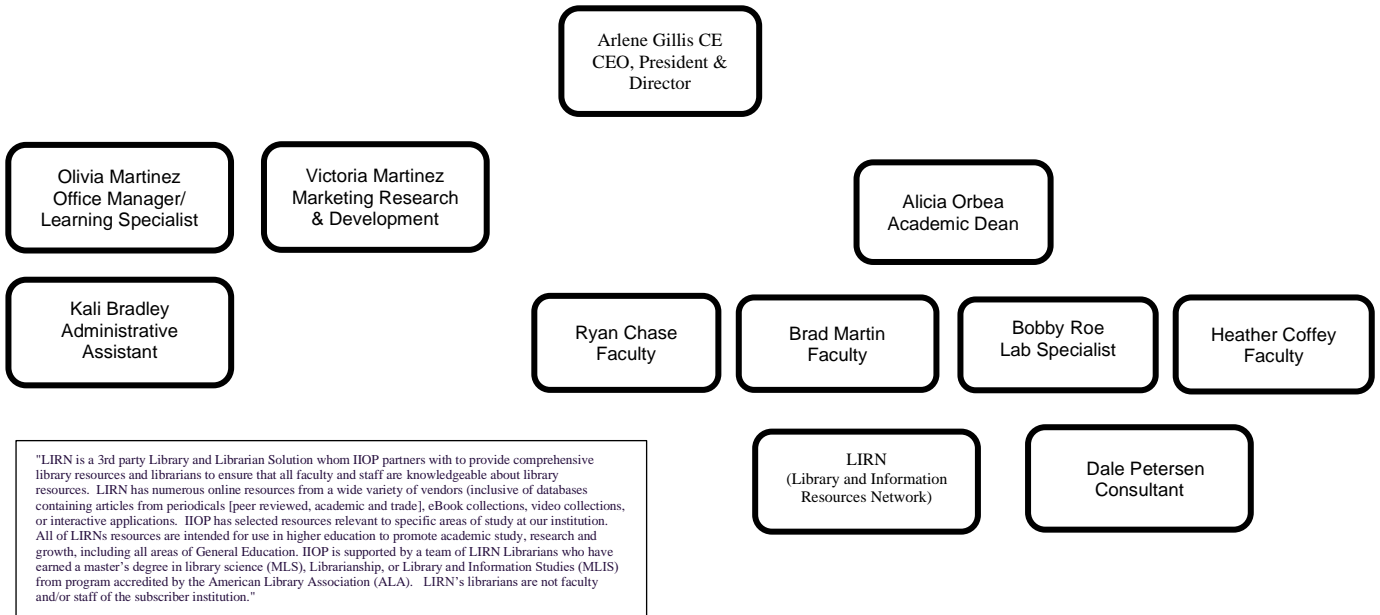
**HISTORY OF THE INTERNATIONAL INSTITUTE OF ORTHOTICS AND PROSTHETICS**

The International Institute of Orthotics and Prosthetics was founded in December 2015 and will be the first and only world-wide resource center for orthotics and prosthetics (“O&P”) where educators, researchers, manufacturers, practitioners, and patients can collaborate to advance the industry’s knowledge-base and the care of O&P patients through research, workshops, symposiums, training, and treatment facilities.

**INTERNATIONAL INSTITUTE OF ORTHOTICS AND PROSTHETICS**

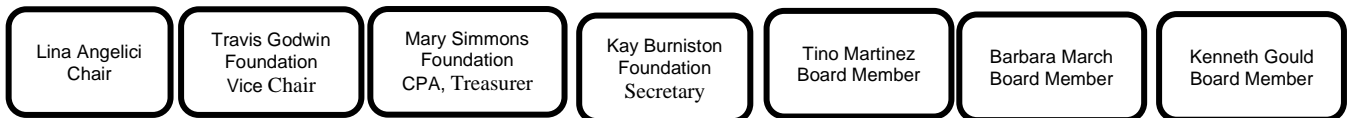
**GOVERNANCE**

Control of the International Institute of Orthotics and Prosthetics is entrusted to a 5-member Board. The authority of the Institute is vested in the President, who is the chief executive officer and current Director of IIOOP. In such instances as the President deems proper, and subject to the President’s reserved powers, the President may vest authority in the Foundation Chair, the Academic Dean to handle prescribed situations and decision-making processes.



"LIRN is a 3rd party Library and Librarian Solution whom IIOOP partners with to provide comprehensive library resources and librarians to ensure that all faculty and staff are knowledgeable about library resources. LIRN has numerous online resources from a wide variety of vendors (inclusive of databases containing articles from periodicals [peer reviewed, academic and trade], eBook collections, video collections, or interactive applications. IIOOP has selected resources relevant to specific areas of study at our institution. All of LIRN's resources are intended for use in higher education to promote academic study, research and growth, including all areas of General Education. IIOOP is supported by a team of LIRN Librarians who have earned a master's degree in library science (MLS), Librarianship, or Library and Information Studies (MLIS) from program accredited by the American Library Association (ALA). LIRN's librarians are not faculty and/or staff of the subscriber institution."

**Board of Directors**



Within the courses of instruction offered by the International Institute of Orthotics and Prosthetics, the President promotes a sense of shared governance giving faculty the primary responsibility for such fundamental areas as curriculum, subject matter, methods of instruction, and those aspects of student life that relate to the educational process; however, final authority remains with the president.

**FINANCIAL INFORMATION**

Inquiries about the financial status of the Institute may be requested by contacting the President. The document will be mailed to an address provided by the requester. DBA Veteran’s Stride Foundation at IIOOP.

**LICENSURE**

The International Institute of Orthotics and Prosthetics is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number, (888) 224-6684.

## **ACCREDITATION**

The Institution is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) 2101 Wilson Boulevard Ste 302, Arlington, Virginia 22201, phone 703-247-4212 website: <https://www.accsc.org/>. The Orthotics and Prosthetics Master of Science Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 – 113<sup>th</sup> Street North #7709, Seminole, Florida 33775, phone:727-210-2350

[\\_email: mail@caahep.org](mailto:mail@caahep.org) website: <https://www.caahep.org/> as well as the National Commission of Orthotic and Prosthetic Education (NCOPE) the regulatory organization for Orthotics and Prosthetics address: 330 John Carlyle St. – Suite 200 Alexandria, VA 22314 phone: (703) 836-7114 website: <https://ncope.org/>.

## **NON-DISCRIMINATION AND DIVERSITY**

Per Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990 the International Institute of Orthotics and Prosthetics does not discriminate in employment, admission into any program of study, or institutional activities. This policy prohibits discrimination against any individual based upon age, race, color, gender, pregnancy, religion, sexual orientation, ancestry, national origin, disability (please see Technical Standards for Admission in the Admissions section of this Bulletin), military status, unfavorable military discharge other than dishonorable, marital status, or any other characteristic protected by federal, state, or local law.

## **LOCATION AND FACILITY**

### **General Facility**

The International Institute of Orthotics and Prosthetics (IIOOP) is located within a 40,000-square-foot building minutes from the Tampa International Airport at 4809 Memorial Highway, Tampa, Florida. The Institute consists of several state-of-the-art classrooms and laboratories focusing on different stages of a comprehensive evaluation, modification, fabrication and fitting principles of custom fabricated and Custom-fit orthotic and prosthetic devices as well as an online learning resource center.

### **Online learning resource center**

IIOOP's online learning resource center offers students access to databases in the field of orthotics and prosthetics, news and current events, science and technology, language and literature, education and other medical disciplines to offer full exposure to allied health and a multi-disciplinary approach to patient care.

### **Classrooms**

IIOOP houses a total of five classrooms. Four of these classrooms are designed to accommodate 40 students and 3 instructors and one is designed to accommodate 24 students and three instructors. Each cohort is assigned a home room for the 3 semesters on campus and the other classrooms are utilized for guest lecturers, presenters, and various external trainings. Each classroom has up to date audio and video inputs and conferencing capabilities. Each homeroom is equipped with a 90" Smartboard that instructors use daily for presentations and lecture. The Smart Boards are mobile and are brought into laboratories when applicable to facilitate a comprehensive hybrid lecture/lab

format that facilitates hands on participation and comprehensive assessment throughout lectures (ex. CET ROM/MMT.)

### **Computer Lab**

IIOOP's computer laboratory has up to date audio and video inputs and conferencing capabilities and houses a 55" smart screen, an instructor desktop and 18 (+22) student laptop computers equipped with CAD/CAM (computer aided design/computer aided manufacturing), EMR (electronic medical records) software and the ability to connect to our Provel C7 carver and 3-D printers. The computer lab is dedicated to instruction of computer-aided technology within the field of orthotics and prosthetics. The computer lab is utilized for digital modification in OMS030I and PML240L projects, utilizing "OPIE" EMR to record SOAP notes in several courses and taking Midterm and Final examinations.

### **Teaching Laboratories**

A key component towards student success in the field of Orthotics and Prosthetics as well as many allied health fields is hands on work and laboratory instruction. IIOOP house several different laboratories that focus on comprehensive evaluation, modification, fabrication and fitting principles of custom fabricated and custom fit orthotic and prosthetic devices to compliment lectures and lesson plans a provide a well rounded education and prepare students for residency and board exams. All laboratories have up to date audio and video inputs and conferencing capabilities.

### **Patient Laboratories**

IIOOP's Patient laboratories are designed to provide students with an environment to develop their patient interactions and clinical assessment skills. IIOOP is home to 3 different patient laboratories where students perform comprehensive evaluations, assessments, castings, alignments and fitting principles.

Students perform these tasks on each other and patient models for custom fit and custom fabricated orthotic and prosthetic devices.

IIOOP's largest patient laboratory is equipped with 12 x Treatment tables, 12 x rolling stools, 10 x ceiling tracks with curtains to partition off space to simulate a private room, 1 x power hospital bed, 1 x pair of adjustable height 12' Parallel Bars, 6 x 3 tier metal rolling shelves, 6 x adjustable height rolling wooden tables , 8 x walkers, 8 x wheelchairs, 1 x weight balance scale with patient height measuring stick, 1 x washing machine, 1 x dryer. This laboratory is used for group and individual comprehensive pt. evaluations, clinical assessments, castings and patient fittings. and hybrid lecture/lab's with a focus on patient assessment, clinical evaluation, casting and fitting principles.

IIOOP's next patient laboratory is equipped with 6 x Treatment tables, 6 x rolling stools, 6 x ceiling tracks with curtains to partition off space to simulate a private room, 6 x rolling wooden drawer/tables, 6 x adjustable height 12' Parallel Bars. This laboratory is used for group and individual pt. evaluations, clinical assessments, casting, patient fittings and hybrid lecture/lab's with a focus on clinical assessments, patient fittings, static and dynamic alignment. IIOOP's last patient laboratory has 6 x individually partitioned patient rooms each complete with a treatment table, rolling stool and a rolling wooden drawer/table. This laboratory is used for project checkouts and

simulating real world patient interactions scenarios with a focus on clinical assessments, casting and patient fittings.

### **Plaster Preparation and Modification Laboratory**

IOP's plaster preparation and modification is complete with a common room with a sink and with 5 sandboxes specifically for mixing plaster and filling casts/negative impressions as well as 37 individual work stations complete with a vice and a drawer for storing tools. Each individual station has a vise and a quick disconnect compressed air-port. This laboratory is designed to provide students an area to extend and reinforce casts/negative impression, mix plaster, fill the casts/negative molds and modify them to provide areas of relief and areas of increased loading.

### **Vacuum Thermoforming Laboratory**

IOP's vacuum thermoforming laboratory consists of 4 x 6 station custom vacuum forming tables, 4 x IR ovens, 1 x forced air convection oven, 3 x Landis vacuum box systems. This laboratory is used to heat thermoplastics and blister form or drape form the thermoplastic over a modified positive model of a patients extremity to create custom made orthotic device or a custom made prosthetic socket.

### **Laminating Laboratory**

IOP's laminating laboratory consists of 25 x individual lamination workstations. Each individual station is complete with a laminating stand, vacuum system port and fume exhaust, flame proof storage cabinet for flammable materials. This laboratory is used to perform thermoset laminations using fiberglass, resin, pigment and catalyst. While IOP is a carbon free facility, these fiberglass laminations follow the same exact process and create a comparable product in strength and appearance.

### **Sewing Laboratory**

IOP's sewing laboratory consists of seven sewing machines, two multi drawer storage cabinets. This laboratory is used for sewing straps, Velcro and Dacron as well as custom lamination sleeves.

### **CAD/CAM Laboratory**

IOP's CAD/CAM laboratory consists 2 x hand-held 3D white light laser scanners, upper limb prosthetics demonstration units (including myo-electric arms, pediatric arms, trans-humeral with electric elbow, trans-humeral student arm simulator, Texas assistive devices components and several terminal devices and hands) 1 x Provel C7 three-axis CAD-CAM carver, T-Shirt press for making custom lamination sleeves and 2 x 3D printers. This laboratory is used to carve out the digitally modified positive models created in OMS030I and PML240L as well as 3D printing for research and supplemental projects.

### **Mechanical Laboratory**

IOP's mechanical laboratory consists of 22 x multi-speed Leonard Industries



pedestal mount sander- grinder-finishing machines, 3 x Trautman type floor mount carver-routers, 4 x Supreme Workmaster 1000 dual drum sander-grinders, 2 x 14" band saws, 1 x dry blast cabinet surface conditioning machine, and 1 x Jet dual pneumatic drum sander. This laboratory is designed for cutting, grinding, smoothing, buffing, polishing and sandblasting various materials that consist of or are used in the fabrication or modification of custom fabricated and custom fit orthotic and prosthetic devices.

### **Assembly Laboratory**

IOP's assembly Laboratory consists of 42 x individual workstations designed to accommodate 2 students. Each workstation each equipped with over bench shelf, toolbox with hand tools, compressed air quick disconnect port, electrical receptacles, and bench mounted vise. It also houses 6 x Leonard Industries vertical alignment jigs, 1 x 150 lb. forged steel anvil, 4 x Delta floor mount drill presses and 2 x large toolboxes with community tools. This laboratory is designed for assembling, finishing, bending metal and working with hand tools in the 2<sup>nd</sup> and 3<sup>rd</sup> semester.

## **STUDENT SERVICES AND RESOURCES**

Student Services located in the Admissions Office. Hours: M-F 8:00 am-4:00 pm.  
Phone Number: 813-517-1742.

The Student Services Center provides general information, admissions, registration, academic assistance and advising.

### **Library Resources**

The library electronic collections can be used at any time by any computer connected to the Internet. The Library Online <https://proxy.lirn.net/IntlInstOfOrthoticsProsthetics>

### **Contact a Librarian**

Research assistance and reference support is available through the online library website's Ask a Librarian function M-F 7am-9pm and Sat-Sun 12pm-7m EST. You can also reach a librarian via email at [IntlInstOfOrthoticsProsthetics@lirn.libanswers.com](mailto:IntlInstOfOrthoticsProsthetics@lirn.libanswers.com).

### **Student Portal – Empower Student Information System**

Students can access their student information, including viewing their schedule, view grades, transcripts, invoices at <https://iop.empower-xl.com/fusebox.cfm>  
Prospective students can submit their application and upload documents that are required for admissions at:

<https://iop.empower-xl.com/new/EMPOWER/authentication/applicationLogin.xhtml>

### **Logging in to Canvas**

- Go to <https://iop.instructure.com/login/canvas>.
- Enter your student ID number for User ID and enter your Password.
- Click Log In.
- Browser and computer requirements: <https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Instructure/tab/66>

### **Orientation**

On-campus before the semester begins includes a Tour of the campus, Faculty Introductions and Staff, a review of student expectations, and Emergency

Preparedness.

### **Student Identification (ID) Card**

All students are issued a photo ID card at Orientation and are required to have their ID while on campus.

### **Student Lounge**

The Café includes two refrigerators, 3 microwave ovens, vending machines, Keurig coffee machine, and a latte machine for students to utilize daily. An Outdoor grill and picnic tables are also available to students.

### **Advising Services**

Faculty Advisors provide one-on-one midsemester support for students. They are also available during office hours for academic, personal, and financial support services.

### **Learning Specialist**

Students have access to the Learning Specialist for accommodation requests.

### **Textbooks and Supplies**

The International Institute of Orthotics and Prosthetics will provide all textbooks and learning materials. All learning materials provided by the institute are copywritten and may not be copied, posted, or shared in any manner.

### **Healthcare Services**

IIOOP does not offer healthcare services or a clinic, students must use their personal healthcare agency, public health agency or use 911 in case of an emergency. The Institute does not provide accident or health insurance for students.

### **Responsibility of the Institute**

The International Institute of Orthotics and Prosthetics assumes no responsibility, nor is it liable for any damage done to vehicles when parked on the campus.

### **Student Code of Conduct**

The Institute is an academic community. Like any community, it relies upon “core” values that reflect the collective beliefs, governing principles, and boundaries of deportment that are expected of its individual members. These are the virtues and obligations usually referred to as the “rules of conduct” that any society must stress if it is to function and remain viable. The most basic expression of these core values includes “the abstract virtue of justice, some form of obligation to mutual aid and mutual abstention from injury, and, in some form and in some degree, the virtue of honesty.” In addition to these common values, at the International Institute of Orthotics and Prosthetics we also believe that civilized conduct and an atmosphere conducive to intellectual and personal development are vital if learning is to flourish. This Student Code of Conduct has been formulated to promote and fortify optimal learning conditions that advance the Institutes Mission Statement, protect individual student liberties, and safeguard the interests of all members of the International Institute of Orthotics and Prosthetics academic community. A fundamental obligation each member must accept and support, holds that students, staff, faculty, and administrators share collective responsibility to maintain the “rules of conduct” within the International Institute of Orthotics and Prosthetics community and to discipline those who violate its standards, policies and/or procedures. This responsibility, however, is premised upon an assumption that community order cannot be maintained by threat of punishment alone. Instead, we believe the soundest way to ensure the requisite conditions exist for learning and personal development is for every individual at

the International Institute of Orthotics and Prosthetics to assertively claim their personal stake in the collective ownership of the welfare of the Institute, and likewise, for every inhabitant within it.

As a condition of enrollment in the International Institute of Orthotics and Prosthetics, all students are automatically enjoined to share this responsibility to abide by the standards, rules and/or policies set forth in the Student Code of Conduct, the International Institute of Orthotics and Prosthetics Bulletin, and other official International Institute of Orthotics and Prosthetics publications.

The International Institute of Orthotics and Prosthetics Student Code of Conduct is distributed to all new students. Additional copies are available from the Administrative Office.

### **Intellectual Property at IIOOP:**

Intellectual property rights pertaining to innovations, research, and developments within the domain of orthotics and prosthetics belong exclusively to the International Institute of Orthotics and Prosthetics, herein referred to as the Institute. This encompasses but is not limited to inventions, designs, processes, publications, and any other intellectual creations generated by faculty, staff, or students within the Institute's purview. The Institute retains full ownership, control, and rights to exploit license, or transfer said intellectual property for the benefit of its educational and research mission.

### **Student Grievance Procedures**

The student grievance process for resolving student disputes with faculty, staff and administrators applies to all student issues, including but not limited to academic issues.

#### **Grievance Steps:**

**Step 1.** The student meets with the employee with whom they have the concern, within three working days of the incident. If the student is not satisfied that their concern has been resolved move to step 2.

**Step 2.** Student complaints not resolved between the student and employee must schedule a meeting with the Dean or Program Director and submit their complaint in writing within three working days of Step 1. After meeting with the Dean or Program director, if the incident is not resolved move to step 3.

**Step 3.** Student complaints not resolved by the Dean or Program Director are to be submitted in writing to the President within 3 working days of their meeting in Step 2. This form can be obtained through the administrative office. The President will meet with the student within 3 working days. If the incident is not resolved move to The appeals process.

#### **Appeals Process:**

If the student is not satisfied with the outcome of their grievance, they have the right to appeal with Ombudsman Travis Godwin and/or file a complaint with the Commission for Independent Education 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, or email: [cieinfo@fldoe.org](mailto:cieinfo@fldoe.org) or Fax:850-245-3238.

### **DISABILITY SUPPORT SERVICES**

The Americans with Disabilities Act (ADA) expanded the definition of a disability in

2008. The new law allows for more people and more types of disabilities to be included under the law. However, the law also expanded the proof required (documentation) to be eligible to receive accommodations, support services or academic adjustments.

The International Institute of Orthotics and Prosthetics is committed to compliance with Section 504 of the Rehabilitation Act of 1973 and its regulations. The International Institute of Orthotics and Prosthetics does not discriminate based on disability in admission or access to, or treatment or employment in, its programs and activities. The International Institute of Orthotics and Prosthetics Director is designated the International Institute of Orthotics and Prosthetics' Student Disability Coordinator and coordinates Section 504 compliance. Applicants or students with a disability may request an accommodation by contacting the International Institute of Orthotics and Prosthetics Director.

NOTE: The law stipulates that in the post-secondary setting, a student does not qualify for services until they have obtained proper documentation, registered with the Dean in the Administrative Office, and given a copy of the Dean's accommodation letter to each instructor.

Be advised, if a student expects to be accommodated for any national certification and/or state licensing board, they will be required to submit the same detailed documentation required by the International Institute of Orthotics and Prosthetics. Also, disability law generally requires documentation to be no older than three years.

### **Specific Documentation Guidelines**

These documents provide guidelines necessary to establish the impact of the disability on the individual's educational performance and participation in other Institute programs and activities, and to validate the need for accommodations. Submitted information must be current and comprehensive to avoid unnecessary delays in granting the accommodations. Students may be asked to provide updated comprehensive information if their condition is potentially changeable and/or previous documentation does not include sufficient relevant information.

Depending upon the type of disability, students will need to obtain the documentation form that corresponds to their disability from the Administrative Office from. The form must be read carefully, completed by a licensed or properly credentialed specialist related to the disability/disabilities. The disability specialist selected must complete the entire form or the student will not be able to be accommodated by the International Institute of Orthotics and Prosthetics Disability Support Services.

Below are disability documentation forms and the type of licensed or credentialed specialist who is qualified to evaluate the student and complete the form:

### **Obtaining Disability Accommodations**

- Students with disabilities who wish to receive accommodations or services must [formally request services](#), including accommodations from the Learning Support Specialist, and submit the appropriate documentation for their disability. The [disability form](#) may be obtained from the administrative office.
- Requests for services or accommodation should be made early (prior to the start of the semester or very early in the semester) to allow time to review requests and documentation and make proper arrangements. Accommodation arrangements may be compromised or denied if a request is not made in a timely manner.
- Accommodations are determined on a case-by-case basis considering the learning needs of the student, the requirements of the learning task, the course

standards and essential requirements, and the educational environment.

- The Learning Specialist will issue a letter describing accommodations the Institute will provide. Students are responsible for giving a copy of the letter to their instructor and for scheduling any accommodated exams.
- The Institute reserves the right to deny services or accommodations if documentation does not comply with its published guidelines for service eligibility, e.g., the student does not meet the criteria of ADA or Section 504, or documentation is out-of-date or incomplete. Students will be given the opportunity to supplement the initial documentation with more information from an appropriately licensed or credentialed authority.
- The Institute is not required to provide an accommodation that compromises the essential requirements of a course or program, imposes an undue financial burden based upon the Institute's overall institutional resources, or poses a threat to the health or safety of the student or to others.

### **Student Appeal**

- Students who feel their disability has not been reasonably accommodated should seek redress through the following grievance procedure:
- Discuss the issue with the Dean, who shall seek to resolve it informally.
- If this fails, the Dean shall report the dispute to the President.
- The President shall make a final decision and notify the student of the outcome.

## **ACADEMIC POLICIES, REGULATIONS, PROCEDURES**

### **Accident/Incident Reporting**

On campus accidents, incidents, building hazards, or criminal activity should be directly reported to the nearest International Institute of Orthotics and Prosthetics employee and, unless there is direct danger presented to you and others, immediately followed up with the Administrative Office. In the presence of direct danger, seeking safety and shelter is of the first concern.

### **Sexual Misconduct Policy**

The Institute will maintain and defend the right that any individual on campus be free from any form of sexual misconduct.

### **Academic Year Definition**

The Academic Year consists of 47 weeks, two semesters of 16 weeks each and one semester 15 weeks.

### **Course Types: Clock-hour verse Credit hour**

The International Institute of Orthotics and Prosthetics offers curricula based on clock-hour or credit hour courses.

### **Clock Hour Definition**

A clock-hour is a 60-minute period-of-time that contains 50 to 60 minutes of either class lecture or faculty supervised laboratory, shop training or internship.

### **Credit Hour Definition**

A credit hour is based on the number of classroom lecture hours per week throughout a term. Students are awarded credit for classes on the basis that a semester unit of credit is equal to a minimum of three hours of work per week (i.e., 1 credit hour equals 1 hour lecture plus 2 hours of homework OR 3 hours of lab) for a 16-week semester.

### **Course Numbering System: Clock-hour Courses**

Unless the course coding for specific curricula is assigned by the governing accreditation institution, all clock-hour courses are identified by a prefix, number, and a postfix text designation. The prefix of a course represents the title of the program of study by the initials of the programs name. The three-digit course numerical code indicates the respective clock-hour value of that course by the decade and unit digit. The century digit is defaulted to “0” unless utilized to discriminate coding between courses with similar clock-hours. A postfix designated with a “C” represent that course takes place in a classroom while a postfix designated with a “L” represent that portion of the program takes place in a laboratory. For curricula with a pre-assigned course coding system the specific coding system will be identified within the catalog section that describes that course.

### **Course Numbering System: Credit Hour Courses**

All credit hour courses in this catalog are identified by a prefix and a three-digit number. If a portion of the course takes place in a laboratory a postfix designated with a “L” will additionally be added. The prefix of a course represents the title of the course description of study by the initials of the courses name. The century digit of the three-digit course

numerical code is defaulted to “0” unless that specific course title is of a course that repeats in the curriculum with increasing sequential difficulty. If the course title represents the first level of difficulty for that course, the century digit will be represented as a “1”. If the course title represents the second level of difficulty for that course, the century digit will be represented as a “2”. The decade digit represents the credit hours dedicated to that course and unit digit is defaulted to “0” unless utilized to discriminate coding between courses with similar numbering.

### **Full-time and Part-time Student Definition**

Students who are enrolled for 5 credits for the semester are considered part-time for financial aid purposes. Students who are enrolled for 10 or more credits are considered full-time for financial aid purposes.

### **Grading System – Scale-graded Courses**

Grading is administered to assess the student’s educational progress. Grading is based on the student’s performance in class and level of achievement on quizzes, assignments, laboratory work, projects, and examinations. The following is a list of possible grades that a student may receive for a course.

<b>A</b>	4.0	Indicates an excellent level of achievement.
<b>B</b>	3.0	Indicates a respectable level of achievement.
<b>C</b>	2.0	Indicates a suitable level of achievement.
<b>D</b>	1.0	Indicates a minimal level of achievement.

**F** 0 Indicates an unsatisfactory level of achievement.

**I** Incomplete - assigned when a student has completed and passed a majority of the work required for a course but, for reasons beyond the student's control, cannot complete the entire course.

### **Grading System Pass-Fail Courses**

Students in Pass/Fail courses must earn a C (2.0) or higher to pass the course. Pass/Fail courses do not count toward the GPA of the student, these courses must be passed, however, to continue in the curriculum. Only certain classes qualify for the Pass/Fail grading system.

**W** Withdrawal - Indicates that the student withdrew or was terminated from the course within the first 75% of that course. Withdrawals after the first 75% of the course has been completed will receive the otherwise earned letter grade (normally an "F.")

### **Repeated Courses**

Students may repeat a class in which they earned a grade other than W or I only once, without special permission. Both the original and repeat grades will show on the transcript, but hours earned toward graduation will only count once. All hours attempted will count toward the Maximum Time Frame for SAP. To calculate the grade point average, only the grade of the last attempt will be used. To repeat a course more than once, the student must attain the permission of the Dean. Permission is only granted under extenuating circumstances.

## **STUDENT RECORDS POLICY (FERPA) STATEMENT OF COMPLIANCE**

### **1. General Policy**

Under the authority of the Family Educational Rights and Privacy Act of 1974, as amended (“Act”), a student has the right to examine certain records concerning the student which are maintained by the International Institute of Orthotics and Prosthetics. The International Institute of Orthotics and Prosthetics must permit the student to examine such records within 45 days after the International Institute of Orthotics and Prosthetics receives a written request from the student. The International Institute of Orthotics and Prosthetics will also permit the student to obtain a copy of such records upon payment of a reproduction fee. A student may request that the International Institute of Orthotics and Prosthetics amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student’s right of privacy. In the event the International Institute of Orthotics and Prosthetics refuses to amend the records, the student may, after complying with the Student Complaint/Grievance Procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record. A student has the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605, concerning the International Institute of Orthotics and Prosthetics’ alleged failure to comply with the Act.

### **2. Education Records**

Education records are records maintained by the International Institute of Orthotics and Prosthetics which contain information directly related to the student. Examples of education records are the student’s education and admission files. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

### **3. Exemptions**

The following records are exempt from the Act:

- a) Financial records of the student’s parents.
- b) Confidential letters and recommendations relating to admission, employment, or honors to which the student has waived his or her right to inspect.
- c) Records about students made by faculty or administrators which are maintained by, and accessible only to, the faculty and administration.
- d) Records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting or assisting in such capacity, and which are available only to persons providing the treatment.
- e) Employment records for the International Institute of Orthotics and Prosthetics employees who are also current or former students.
- f) Records created or received after an individual is no longer a student at the International Institute of Orthotics and Prosthetics and are not directly related to the individual’s attendance as a student at the International Institute of Orthotics and Prosthetics.
- g) Grades on peer-graded papers that have not been collected and recorded by an instructor.

### **4. Review of Records**

It is the policy of the International Institute of Orthotics and Prosthetics to monitor educational records to ensure that they do not contain information, which is inaccurate, misleading, or otherwise inappropriate. The International Institute of



Orthotics and Prosthetics may destroy records which it determines, in its discretion, are no longer useful or pertinent to the student's circumstances.

## 5. Directory Information

Directory Information (as defined below) is that information which may be unconditionally released without the student's consent, unless the student specifically requests in writing that such information not be released. The International Institute of Orthotics and Prosthetics requires that such request must (I) specify what categories of Directory Information are to be withheld by the student and (II) be delivered to the International Institute of Orthotics and Prosthetics Director within 15 days after the student starts class. Any such request must be renewed annually by the student. "Directory Information" means information contained in a student's education record which would generally not be considered harmful or an invasion of privacy if disclosed. Directory Information includes, but is not limited to, the student's name; address(es); telephone number(s); electronic mail address(es); photograph; grade level; enrollment status (e.g., full-time or part-time); date and place of birth; program of study; extracurricular activities; credentials, awards and recognition (i.e., honors) received; last school attended; dates of attendance (i.e., enrollment period(s), not daily attendance record); and student or user ID number (other than a social security number), but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity which are known or possessed only by the authorized user.

## 6. Access Without Student Consent

The International Institute of Orthotics and Prosthetics may release a student's education records without written consent of the student to:

- a) Other International Institute of Orthotics and Prosthetics officials who have a legitimate educational interest.
- b) Other schools where the student has applied for admission, so long as the information is for purposes related to the student's attendance at those other schools.
- c) Authorized representatives of the U.S. Department of Education, state and local education authorities, the Comptroller General of the United States, or the Attorney General of the United States.
- d) Providers of financial aid (and services in connection therewith) for which the student has applied or received, including, without limitation, lenders, Veterans Administration, state vocational rehabilitation agencies and collection agencies, if the information is for purposes of determining eligibility for aid, determining the amount of the aid, determining the conditions of the aid, or enforcing the terms and conditions of the aid.
- e) State and local authorities where required.
- f) Accrediting agencies.
- g) A parent (whether a natural parent, guardian, or an individual acting as a parent in the absence of a parent or guardian) of a student who is a dependent of the parent for purposes of the Internal Revenue Code. The International Institute of Orthotics and Prosthetics is not required, however, to release such records.
- h) Any court in which the student or a parent of the student initiates a legal action against the International Institute of Orthotics and Prosthetics, but only with respect to the student's education records that are relevant for the International Institute of Orthotics and Prosthetics to defend itself.
- i) Any court in which the International Institute of Orthotics and Prosthetics initiates a legal action against the student or a parent of the student, but only with respect to the student's education records that are relevant for the International Institute of Orthotics and Prosthetics to prosecute the legal action.

- j) Any person pursuant to and in compliance with a judicial order or subpoena, provided that the International Institute of Orthotics and Prosthetics reasonably attempts to notify the student prior to compliance (unless the order or subpoena specifies that the student must not be notified).
- k) Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is deemed necessary by the International Institute of Orthotics and Prosthetics under the circumstances.
- l) Organizations conducting studies to develop, validate and administer predictive tests, to administer student aid programs or to improve instruction.
- m) The public, if the International Institute of Orthotics and Prosthetics determines, in its discretion, that the student, as an alleged perpetrator, has committed a Crime of Violence (as defined below) or a Non-forcible Sex Offense (as defined below) in violation of the Conduct section of this catalog, but only the following information from the student's education records: the student's name, the violation committed; and any sanction imposed by the International Institute of Orthotics and Prosthetics on the student. A Crime of Violence means an act that would, if proven, constitute any of the following offenses or offenses to commit the following offenses: arson; assault offenses; burglary; criminal homicide, whether manslaughter by negligence, murder, or non-negligent manslaughter; the destruction, damage, or vandalism of property; kidnapping or abduction; robbery; or forcible sex offense. A Non-forcible Sex Offense means an act that would, if proven, constitute statutory rape or incest.
- n) The purported victim, regardless of whether the International Institute of Orthotics and Prosthetics determines that the student, as an alleged perpetrator, committed a Crime of Violence or a Non-forcible Sex Offense in violation of the Conduct section of this catalog, but only the following information from the student's education records: the student's name; the violation committed; and any sanction imposed by the International Institute of Orthotics and Prosthetics on the student.
- o) Any person if the education records disclosed are Directory Information on the student.
- p) The student, or the student's parents if the student is less than 18 years old.
- q) A parent of the student regarding the student's violation of any federal, state, or local law or any rule or policy of the International Institute of Orthotics and Prosthetics concerning the use or possession of alcohol or a controlled substance, if the student is under the age of 21 and the International Institute of Orthotics and Prosthetics has determined that the student has violated the Conduct section of this catalog with respect to that use or possession.
- r) The United States Attorney General (or designee not lower than an Assistant Attorney General) pursuant to an ex parte court order concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.
- s) The public, if the disclosure concerns an individual required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the International Institute of Orthotics and Prosthetics under 42 U.S.C. 14071 and applicable federal guidelines.

The International Institute of Orthotics and Prosthetics will obtain the written consent of the student prior to releasing the student's education records to any other person or organization, except with respect to Directory Information.

## **INTERNATIONAL INSTITUTE OF ORTHOTICS AND PROSTHETICS**

### **ORTHOTICS AND PROSTHETICS MASTER OF SCIENCE PROGRAM**

#### **Curriculum Description**

The International Institute of Orthotics and Prosthetics, Orthotics and Prosthetics Master of Science program develops a competent, confident, self-motivated Orthotists and Prosthetists with the ability to think critically and provide therapy effectively in a variety of client situations. Each student becomes fully prepared to enter the profession of an Orthotist and Prosthetist with a good foundation in therapy, knowledge, and skills. Students develop an attitude of caring while developing self-confidence in interacting with clients and other health care providers. They will learn to apply the techniques required of an Orthotist and Prosthetist in a purposeful and focused manner.

The curriculum includes a total of 49 credit-hours taken over four semesters. A credit hour is based on the number of classroom lecture hours per week throughout a term. Students are awarded credit for classes on the basis that a semester unit of credit is equal to a minimum of three hours of work per week (i.e., 1 credit hour equals 1 hour lecture plus 2 hours of homework OR 3 hours of lab) for a 16-week semester. Course work includes studies of the basic sciences, research as well as the physical and clinical sciences of orthotics and prosthetics. Course work is evaluated on the scale-graded grading system as identified in this catalog.

A Master of Science Degree is awarded upon completion of the 49 credit-hour curriculum of study. The following academic policies, regulations and procedures apply to all students at the International Institute of Orthotics and Prosthetics, Orthotics and Prosthetics Master of Science program. Failure to conform to policies, regulations and procedures may jeopardize or negate a student's opportunity to pursue and/or complete the program of study leading to the Master of Science in Orthotics and Prosthetics degree.

The Master of Science Degree is required in order to become eligible for licensure through the American Board for Certification in Orthotics, Prosthetics & Pedorthics (ABC). In addition to the Master of Science Degree, ABC certification also requires the student meet other eligibility rules which is not provided by the degree earned at the International Institute of Orthotics and Prosthetics. These requirements include completion of a National Commission on Orthotic and Prosthetic Education (NCOPE) accredited residency program. This is a 12-month program, per discipline, or an 18-month dual discipline program in which a resident is tracked through the program with specific clinical experience, research, and other requirements. Residents must successfully complete the residency program to meet the certification eligibility requirements. The student is encouraged to visit the ABC website ([www.abcop.org](http://www.abcop.org)) for further information.

**Nature and Institutional Purposes**

The purposes of the Orthotics and Prosthetics Master of Science program are listed below.

- 1) The International Institute of Orthotics and Prosthetics, Orthotics and Prosthetics Master of Science program has as its first purpose the provision of specialized education requisite to qualify men and women as competent Orthotists and Prosthetists. Thus, the program educates its students in the clinical sciences as well as in related health subjects.
- 2) The International Institute of Orthotics and Prosthetics, Orthotics and Prosthetics Master of Science program has as its second purpose the provision of general educational components for the express purpose of helping students appreciate and use their intellect, examine their values, evaluate and appreciate divergent views, participate in the free exchange of ideas and attitudes, and acquire and enhance those interpersonal skills, including touch, necessary for ethical performance as an Orthotist and Prosthetics.

**Orthotics and Prosthetics Master of Science program Educational Objectives**

1. The student will demonstrate competence in the basic and clinical sciences.
2. The student will demonstrate competence in the research science and skills.
3. The student will demonstrate competence in ethical practices.
4. The student will demonstrate competence in clinical assessment.
5. The student will demonstrate competence in the formulation and implementation of a treatment plan.
6. The student will demonstrate competence in the art and science of the Orthotist and Prosthetist.

## ADMISSIONS

### Entry Requirements

Applicants must have obtained a baccalaureate degree in science with emphasis in health. The baccalaureate degree must have been awarded with a cumulative GPA of no less than 3.0 on a 4.0 scale. If GPA requirement is not met students may be reviewed and considered for acceptance on a case-by-case basis. Applicants with a degree in any other discipline will be reviewed individually and an admission recommendation will be made on a case-by-case basis. All applicants must be a minimum of 18-years of age at the time of application.

### International Students

For applicants who have attended schools outside of the US, please provide the admissions office with the following information:

- A course-by-course credential review from an accredited agency such as [World Education Services](#) which evidences all post-secondary studies completed.
  - o An official evaluation may be sent from the agency directly to OPCAS or [registrar@iiofoandp.org](mailto:registrar@iiofoandp.org)
- English Language Proficiency testing results from [TOEFL](#) or [IELTS](#) may be required for all students for whom English is a second language.
- International students attending school in the US are responsible for obtaining their own F-1 (academic visa) as required by US Citizen and Immigration Services. Graduates must obtain an H-1 (work visa) to complete their post-graduate residency, which is mandatory as part of the certification process in the field of orthotics and prosthetics. IIOF does not guarantee graduates will be approved for an H-1 Visa and recommends applicants look into this prior to accepting offers to become a student of our institution.

### Typical Undergraduate Coursework Completed Leading to Successful Graduates

- Physics
- Life Sciences/Biology
- Chemistry
- Human Anatomy
- Psychology
- Statistics

### Additional Optional Information

- Resume/CV
- O&P Experience

### Medical Health and Other Documentation

- Immunization Validation stating that the student has received proper immunizations and testing as required by the program ***is required before starting classes.***  
\*Belief/Personal Tenets and Medical Exemption Request forms are available.
- Some clinical rotation/externship and/or residency sites may ask for additional vaccinations, background checks, and/or BLS (Basic Life Support) certification.
- Background check is required.

### Technical Standards

Admission into the Orthotics and Prosthetics program at the International Institute of Orthotics and Prosthetics is determined, in part, by a student's ability to demonstrate

competency in Technical Standards, as defined by the National Commission on Orthotic and Prosthetic Education (NCOPE). The Technical Standards represent nonacademic requirements necessary for a student to be able to satisfactorily participate in the program, and include a wide array of abilities, including cognitive, interpersonal, and physical. Mastery of these skills is demonstrated through pre-admissions preceptor evaluations, personal interviews, and prior experience.

Students should be aware that their proficiencies in each of the following Technical Standard areas are of equal importance to their mastery of the academic content acquired through the coursework. Students' mastery of Technical Standards is continuously assessed throughout the program. If gaps in performance exist, a student may be placed on an improvement plan to ensure progression and success in the program.

### **Cognition**

- The student demonstrates the ability to comprehend, memorize, analyze, and synthesize basic science and clinical material in a timely manner.

#### **I. Conduct**

- The student demonstrates respect for self and others and has personal integrity.
- The student is able to remain emotionally stable and intellectually engaged in stressful situations and in an ever-changing environment.

#### **II. Communication**

- The student communicates accurately and efficiently in English with patients, their families, peers, faculty, and staff.

#### **III. Physical Skills**

- The student demonstrates sufficient visual acuity, tactile sensation, motor control, and muscular strength to perceive the signs and symptoms of disease.
- The student demonstrates sufficient visual acuity, tactile sensation, motor control, and muscular strength to safely transfer and move patients in a clinical setting.
- The student demonstrates sufficient visual acuity, tactile sensation, motor control, and muscular strength to safely use chemicals, operate power tools and equipment, maneuver bulky positive-models and materials, and clean-up after themselves.
- The student demonstrates the physical capacity to work in a prosthetic laboratory for 4 to 6 hours and can lift 50 lbs. unassisted.

### **Essential Functions**

In addition to mastery of course material, program goals, and laboratory/clinical expectations, students are required to demonstrate competency in each of the Essential Functions areas, as defined by the National Commission of Orthotic and Prosthetic Education (NCOPE). The Essential Functions represent the minimum competencies required for satisfactory completion of the program, and cover similar areas included in the Technical Standards.

Students' mastery of Essential Functions is continuously assessed throughout the program. If gaps in performance exist, a student may be placed on an improvement plan to ensure progression and success in the program.

#### **I. Cognition**

- The student demonstrates the ability to perform a comprehensive patient assessment, collect the results, and record the information appropriately in the medical record.
- The student demonstrates the ability to analyze the evidence from the patient assessment and develop a comprehensive treatment plan.

- The student demonstrates the ability to direct the implementation of treatment plans including material and component selection, image capture, preparatory treatment, and patient education.
- The student demonstrates the ability to develop and direct follow-up treatment plans, including adjustment strategies, schedules, and patient education.
- The student demonstrates the ability to contribute to the economic viability of an orthotic and prosthetic clinical practice.
- The student promotes the profession and actively participates in continuing education.

## **II. Conduct**

- The student demonstrates satisfactory professional conduct, including compassion, sympathy, empathy, altruism, honesty, integrity, responsibility, and tolerance necessary to provide appropriate patient centered care.
- The student conducts continuous self-assessment and recognizes the importance of personal growth through participation in professional organizations and continuing education.

## **III. Communication**

- The student demonstrates satisfactory communication skills, including written, verbal, and non-verbal communication, and the active listening techniques necessary to provide appropriate patient centered care.

## **IV. Physical Skills**

- The student demonstrates the ability to assess the patient, including patient handling; range-of-motion, manual muscle, sensation, proprioception, and gait testing.
- The student demonstrates the ability to implement a treatment plan, including capturing patient images using negative impression techniques with plaster and synthetic casting materials; CAD/CAM scanning; preparing paper schematics and plaster models; vacuum forming thermoplastics; laminating thermo-sets; contouring metals; assembling components; shaping and smoothing trim lines; fitting and adjusting orthotic and prosthetic devices.
- The student demonstrates the ability to implement follow-up care, including re-assessing patients and adjusting and repairing orthotic and prosthetic devices.

Applicants must review the technical standards and sign a form certifying they have read, understand and are able to meet the standards (with or without reasonable accommodations) of that program. This information is provided to help every student be more aware of the types of performance and expectations associated with the Orthotics and Prosthetics Master of Science program. The use of technical standards is derived from Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These laws provide a framework for individuals with documented disabilities to request reasonable accommodations to fulfill their educational objectives. Reasonable accommodations are defined as any change or modification in the way things are usually done that enables an individual with a disability to participate as fully as possible in the Orthotics and Prosthetics Master of Science program. An effective accommodation for a disability can ensure, that an otherwise qualified student with a disability is able to perform and be assessed on their ability rather than by their disability.

Candidates with documented disabilities who wish to request accommodations under the Americans with Disabilities Act must follow the Institute's procedure for requesting an accommodation. This procedure, in summary, requires submitting a written request for accommodations and supporting documentation of a life-limiting disability to the Dean. The Dean will review the request and determine whether a reasonable accommodation

can be made.

International Institute of Orthotics and Prosthetics does not discriminate against qualified individuals with disabilities in recruitment or admission to its programs, services, or activities. Any information disclosed by an applicant regarding disabilities will not adversely affect admissions decisions nor eligibility to remain enrolled.

The Institute reserves the right to reject requests for accommodations that would fundamentally alter the nature of the program, lower the academic standards, cause an undue hardship on the Institute, or endanger the health or safety of a student with a disability, other students, clinic patients, or any other member of the Institute community. Orthotic and Prosthetic students must have abilities and skills of five varieties:

### **Sensory/Observation**

A student must have sufficient sense of vision, hearing, and touch to perform palpation sufficient to note changes in soft tissue tone and consistency, and visual observation capable of noting changes in skin, posture, and gait (walking). A student must also be able to observe classroom and laboratory demonstrations.

### **Communication**

A student must be able to speak, to hear and to observe the client in-order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. A student must be able to communicate effectively and sensitively in both oral and written form with clients and any other members of the health care team.

### **Motor/Strength/Coordination**

A student must have sufficient motor function and strength to elicit information and perform procedures on clients by palpation and fitting of devices. A student must also have the strength and coordination to assist clients to assume comfortable positions, and the dexterity to handle devices. A student must be able to execute motor movements required to provide emergency and first aid care to clients such as applying pressure to stop bleeding, and opening an obstructed airway. Such actions require coordination of both gross and fine muscular movements, equilibrium and the senses of touch and vision.

### **Conceptual, Integrative and Quantitative Abilities**

These abilities include measurement, calculations, reasoning, analysis, and synthesis. Problem solving and the planning and execution of tasks in group and individual settings require these intellectual abilities. Testing and evaluation of these abilities in the Orthotists and Prosthetists curriculum employs periodic examinations as an essential component of the curriculum. Successful completion of these examinations is required of all candidates as a condition for continued progress through the curriculum. Examples of these tests include essay, oral and/or multiple-choice tests, typewritten papers, oral presentations, and lab practicals designed to assess a variety of cognitive and non-cognitive skills in a simulated or supervised clinical setting.

### **Behavioral and Social Attributes**

A student must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, and prompt completion of all responsibilities, attendant to the care of clients. A student must be able to function effectively under stress. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that a student must possess to successfully complete the challenges encountered in training.



**Application Procedure**

1. Completion of online application at <https://iiof.empower-xl.com/new/EMPOWER/authentication/applicationLogin.xhtml>
2. Submission of official transcripts from Institute(s) and university(s) attended, to be sent directly to the International Institute Office of Admissions at [registrar@iiofoandp.org](mailto:registrar@iiofoandp.org)
3. Two letters of recommendation. (Letters of recommendation from relatives will not be accepted.)
4. Proof of being a minimum of 18 years of age upon entry to the program.
5. Application fee.

**Admission Decisions**

Applicants for admission are not fully approved by the Committee of Admissions until it receives all required documents for admission, and application fee is paid.

**Selection of Candidates**

The Committee on Admissions approves applicants for matriculation. In addition to meeting the International Institute of Orthotics and Prosthetics' admission standards, the Committee on Admissions will admit only those candidates who in the judgment of the Institute are of good character, possess the physical, behavioral, emotional, and cognitive criteria regarded as essential requirements needed to participate and complete the entire spectrum of study, training and experiences within the Orthotics and Prosthetics Masters of Science program, and who show promise of becoming a credit to the profession and the Institute. Telephone or personal interviews may be required. Acceptance letters will be sent with instructions for submission of a letter of intent, completion of an Enrollment Agreement and Technical Standards document.

**Transfer Students and Advanced Standing**

The International Institute of Orthotics and Prosthetics will not transfer credit from any other institution or school for any course offered in the Orthotics and Prosthetics Master of Science program.

**Prior Learning Assessments and Challenge Exams**

The International Institute of Orthotics and Prosthetics' Orthotics and Prosthetics Master of Science program does not accept credit by exam as part of its admission consideration.

**Registering for Classes**

Students will be automatically enrolled each semester.

### Orthotics and Prosthetics Master of Science Program Course of Instruction

The program is comprised of a 49 credit-hour curriculum spread across four semesters. All classes/laboratories must be attended, and all quizzes/tests passed to receive the Master of Science degree.

Course Number	Course Name	Credit Hours	Lecture Hours	Laboratory Hours	Clinic Hours
<b>SEMESTER 1</b>					
HAP030L	Human Anatomy & Physiology	3	32	48	0
INP030	Introduction to Pathology	3	48	0	0
ACN030	Applied Clinical Neuroanatomy	3	48	0	0
CGA030L	Clinical Gait Analysis	3	32	48	0
ILS010L	Introduction to Laboratory Skills and Materials in Prosthetics and Orthotics	1	0	48	0
CET010L	Clinical Evaluation Tools	1	0	48	0
<b>SEMESTER 2</b>					
OMU030L	Orthotic Management of the Upper Limb	3	32	48	0
OMS030L	Orthotic Management of the Spine	3	32	48	0
OML140L	Orthotic Management of the Lower Limb 1	4	32	96	0
PML140L	Prosthetic Management of the Lower Limb 1	4	32	96	0
<b>SEMESTER 3</b>					
OML240L	Orthotic Management of the Lower Limb 2	4	32	96	0
PML240L	Prosthetic Management of the Lower Limb 2	4	32	96	0
PMU030L	Prosthetic Management of the Upper Limb	3	32	48	0
CPS040L	Contemporary Practice and Synthesis	4	48	48	0
CLR010	Clinical Research	1	0	48	0
<b>SEMESTER 4</b>					
CLR020	Clinical Rotation	2	0	0	200
MAP030	Masters Project	3	48	0	0
<b>Total Hours</b>		<b>49</b>	<b>480</b>	<b>816</b>	<b>200</b>

## Faculty

### **Ryan Chase, MS. Eng., BS, LCPO**

Master in Assistive Technology Engineering  
Degree Conferred by California State University Northridge  
Bachelor of Science in Orthotics and Prosthetics  
Degree Conferred by St. Petersburg College

### **Heather Coffey, MSPO, LCPO**

Master of Science, Prosthetics, and Orthotics  
Degree Conferred by Georgia Institute of Technology

### **Arlene Gillis, M.Ed., BS, LPO**

Master of Education  
Degree Conferred by the University of South Florida  
Bachelor of Science in Orthotics and Prosthetics  
Degree Conferred by Florida International University

### **Alicia Orbea, DC, BS**

Doctor of Chiropractic  
Degree Conferred by National University of Health Sciences  
Bachelor of Science in Biology  
Degree Conferred by St. Petersburg College

### **Madelyn Walsh, MSBE-OP, CPO**

Master of Science Biomedical Engineering – Orthotics & Prosthetics  
Degree conferred by Florida International University

**Course Descriptions: Orthotics and Prosthetics Masters Curriculum****SEMESTER 1****HAP030L - Human Anatomy and Physiology****3 Credit Hours**

This course will present core knowledge of the gross anatomy and physiology. Students will demonstrate an anatomical and functional understanding of the human body. The integrated gross anatomy laboratory exercises will address related basic science issues.

**INP030 - Introduction to Pathology****3 Credit Hours**

This course will present the basic concepts of disease processes in the human body. The knowledge of disease processes will be helpful in the differential diagnosis process and the development of a treatment plan that include realistic goals and is consistent with prognosis of the disease. The course will address General Pathology, which deals with the basic principles and characteristics of disease processes that may involve any tissue or organ of the body and underlie all diseases, and Systemic Pathology, which deals with the pathophysiologic processes that affect specific tissues and organ systems of the body. A clinical pathological approach i.e., ability to understand, interpret and correlate patients' clinical signs and symptoms with the underlying pathophysiologic process will be emphasized.

**ACN030 - Applied Clinical Neuroanatomy****3 Credit Hours**

This course will present the human motor control systems and various neurophysiological theories and principles which are applied in the rehabilitation of patients with neurological dysfunction. Emphasis will be placed on progressive and non-progressive neurological disorders throughout the adult life span. Students will review and practice evaluation, treatment, and documentation principles for the disorders presented. Case studies will be utilized to emphasize problem solving and clinical decision-making in patient care.

**CGA030L - Clinical Gait Analysis****3 Credit Hours**

This course will present the fundamental principles of static and dynamic movement in able-bodied persons and persons with lower limb pathology. This course will introduce the mechanical and biomechanical principles integrated with anatomical and neuromuscular knowledge to provide an understanding of static and dynamic human movement. The biomechanics of human ambulation will be broken down into kinematic and kinetic data during all phases of the gait cycle using instrumented analysis equipment as well as clinical observational analysis. The students will be introduced to pathologic gait and begin to correlate gait deviations because of clinical pathologies to the pathomechanics of gait analysis. Clinical simulations in this course introduce the students to patient encounters and require a display of professionalism, knowledge of the roles & responsibilities and the Scope of Practice of a certified prosthetist/orthotist (CPO). The experience gained from this course will be used as foundational knowledge of understanding pathological gait for the remaining clinical didactic courses in the program and.

**ILS010L - Introduction to Laboratory Skills and Materials in Prosthetics and Orthotics****1 Credit Hour**

This course will present an introduction to equipment and tools used in the fabrication of prostheses and orthoses. Proper safety techniques and operating procedures in the laboratory environment are stressed. Prosthetic and orthotic material characteristics are

introduced.

**CET010L - Clinical Evaluation Tools****1 Credit Hour**

This course will present a focus on utilizing medical evidence and patients' exam to support clinical practical decisions. This course is clinically based on instruction in selection of the prescription criteria. The course will help students gather and document appropriate clinical data required for good practical decisions. The laboratory portion will focus on patient assessment skills and documentation requiring students to display of professionalism, knowledge of the roles & responsibilities and the Scope of Practice of a certified prosthetist/orthotist (CPO).

**SEMESTER 2****OMU030L - Orthotic Management of the Upper Limb****3 Credit Hours****Prerequisite: Successful completion of semester 1**

This course will present a comprehensive prosthetic patient care and practice management for short- and long-term orthotic patient management of the upper extremity in the pediatric, adult and geriatric populations.

Didactic instruction includes:

1. Patient (pt.) assessment/evaluation.
2. Formulation of a treatment plan.
3. Implementation of a treatment plan.
4. Follow up on a treatment plan.
5. Practice management including documentation, coding and interdisciplinary communication.
6. Promotion of competency and enhancement of orthotics practices and healthcare ethics.

Laboratory instruction includes:

- Pt. assessment/evaluation technique including impression taking.
- Application of biomechanical principles in orthotic design.
- Device fitting principles & troubleshooting for custom molded, custom fabricated and custom fit orthotic devices.
- Creation of a positive model of patient anatomy.
- Positive model modification and rectification.
- Fabrication of a custom molded WHO.
- Design principles of upper extremity prosthetic systems specific to transradial and transhumeral levels including figure of 8 & 9 harness systems, anatomical suspension variants and single and dual control cable systems.
- Justification of prosthetic design and treatment recommendations using evidence based practice including pathology, biomechanics, socket design, coding, material science and international standards of care.
- Documentation of all pt. interactions, clinical decision making and applicable interdisciplinary communication.
- Relevant case studies will be discussed to facilitate clinical problem-solving skills.

**OMS030L - Orthotic Management of the Spine****3 Credit Hours****Prerequisite: Successful completion of semester 1**

This course will present a comprehensive orthotic patient care and practice management for short- and long-term patient management of the spine and cranium in the pediatric, adult and geriatric populations.

Didactic instruction includes:

1. Patient (pt.) assessment/evaluation.
2. Formulation of a treatment plan.
3. Implementation of a treatment plan.
4. Follow up on a treatment plan.
5. Practice management including documentation, coding and interdisciplinary communication.
6. Promotion of competency and enhancement of orthotics practices and healthcare ethics.

Laboratory instruction includes:

- Pt. assessment/evaluation technique including impression taking.
- Application of biomechanical principles in orthotic design.
- Device fitting principles & troubleshooting for custom molded, custom fabricated and custom fit orthotic devices.
- Creation of a positive model of patient anatomy.
- Positive model modification and rectification.
- Fabrication of a custom molded TLSO.
- Application of technology including CAD/CAM. CAD is utilized in the modification/rectification of a positive model. CAM is utilized in the fabrication of the intended device.
- Justification of orthotic design and treatment recommendations using evidence based practice including pathology, biomechanics, coding, material science and international standards of care.
- Documentation of all pt. interactions, clinical decision making and applicable interdisciplinary communication.
- Relevant case studies will be discussed to facilitate clinical problem-solving skills.

### **OML040L - Orthotic Management of the Lower Limb 1**

**4 Credit Hours**

**Prerequisite: Successful completion of semester 1**

This course will present a comprehensive lower limb orthotic patient care and practice management for short- and long-term patient management distal to the knee in the pediatric, adult and geriatric populations.

Didactic instruction includes:

1. Patient (pt.) assessment/evaluation.
2. Formulation of a treatment plan.
3. Implementation of a treatment plan.
4. Follow up on a treatment plan.
5. Practice management including documentation, coding and interdisciplinary communication.
6. Promotion of competency and enhancement of orthotics practices and healthcare ethics.

Laboratory instruction includes:

- Pt. assessment/evaluation technique including impression taking.
- Application of biomechanical principles in orthotic design.
- Device fitting principles & troubleshooting for custom molded, custom fabricated and custom fit orthotic devices.
- Creation of a positive model of patient anatomy.
- Positive model modification and rectification.
- Fabrication of custom molded orthotic devices including FO's, UCBL, articulated and non-articulated AFO's.

- Justification of orthotic design and treatment recommendations using evidence based practice including pathology, biomechanics, coding, material science and international standards of care.
- Documentation of all pt. interactions, clinical decision making and applicable interdisciplinary communication.
- Relevant case studies will be discussed to facilitate clinical problem-solving skills.

**PML140L - Prosthetic Management of the Lower Limb 1****4 Credit Hours****Prerequisite: Successful completion of semester 1**

This course will present a comprehensive prosthetic patient care and practice management for short- and long-term patient management distal to the knee in the pediatric, adult and geriatric populations.

Didactic instruction includes:

1. Patient (pt.) assessment/evaluation.
2. Formulation of a treatment plan.
3. Implementation of a treatment plan.
4. Follow up on a treatment plan.
5. Practice management including documentation, coding and interdisciplinary communication.
6. Promotion of competency and enhancement of orthotics practices and healthcare ethics.

Laboratory instruction includes:

- Pt. assessment/evaluation technique including impression taking.
- Application of biomechanical principles in prosthetic design.
- Device fitting principles & troubleshooting for custom molded, custom fabricated and custom fit prosthetic devices.
- Creation of a positive model of patient anatomy.
- Positive model modification and rectification.
- Fabrication of custom molded prosthetic sockets including PTB and TSB socket designs.
- Justification of prosthetic design and treatment recommendations using evidence based practice including pathology, biomechanics, socket design coding, material science and international standards of care.
- Documentation of all pt. interactions, clinical decision making and applicable interdisciplinary communication.
- Relevant case studies will be discussed to facilitate clinical problem-solving skills.

**SEMESTER 3****OML240L - Orthotic Management of the Lower Limb 2****4 Credit Hours****Prerequisite: Successful completion of semester 2**

This course will present a comprehensive lower limb orthotic patient care and practice management for short- and long-term patient management of the lower extremity in the pediatric, adult and geriatric populations.

Didactic instruction includes:

1. Patient (pt.) assessment/evaluation.
2. Formulation of a treatment plan.

3. Implementation of a treatment plan.
4. Follow up on a treatment plan.
5. Practice management including documentation, coding and interdisciplinary communication.
6. Promotion of competency and enhancement of orthotics practices and healthcare ethics.

Laboratory instruction includes:

- Pt. assessment/evaluation technique including impression taking.
- Application of biomechanical principles in orthotic design.
- Device fitting principles & troubleshooting for custom molded, custom fabricated and custom fit orthotic devices.
- Creation of a positive model of patient anatomy.
- Positive model modification and rectification.
- Fabrication of custom molded orthotic devices such as a GRAFO and KAFO.
- Justification of orthotic design and treatment recommendations using evidence based practice including pathology, biomechanics, coding, material science and international standards of care.
- Documentation of all pt. interactions, clinical decision making and applicable interdisciplinary communication.
- Relevant case studies will be discussed to facilitate clinical problem-solving skills.

## **PML240L - Prosthetic Management of the Lower Limb 2**

**4 Credit Hours**

**Prerequisite: Successful completion of semester 2**

This course will present a comprehensive prosthetic patient care and practice management for short- and long-term patient management of the lower extremity in the pediatric, adult and geriatric populations.

Didactic instruction includes:

1. Patient (pt.) assessment/evaluation.
2. Formulation of a treatment plan.
3. Implementation of a treatment plan.
4. Follow up on a treatment plan.
5. Practice management including documentation, coding and interdisciplinary communication.
6. Promotion of competency and enhancement of orthotics practices and healthcare ethics.

Laboratory instruction includes:

- Pt. assessment/evaluation technique including impression taking.
- Application of biomechanical principles in prosthetic design.
- Device fitting principles & troubleshooting for custom molded, custom fabricated and custom fit prosthetic devices.
- Creation of a positive model of patient anatomy.
- Positive model modification and rectification.
- Fabrication of custom molded prosthetic sockets including a Quadrilateral socket and an Ischial Containment socket.
- Application of technology including CAD/CAM. CAD is utilized in the modification/rectification of a positive model. CAM is utilized in the fabrication of the intended device.
- Justification of prosthetic design and treatment recommendations using evidence based practice including pathology, biomechanics, socket design coding, material science and international standards of care.



- Documentation of all pt. interactions, clinical decision making and applicable interdisciplinary communication.
- Relevant case studies will be discussed to facilitate clinical problem-solving skills.

**PMU030L - Prosthetic Management of the Upper Limb****3 Credit Hours****Prerequisite: Successful completion of semester 2**

This course will present a comprehensive prosthetic patient care and practice management for short- and long-term patient management of upper extremity amputations in the pediatric, adult and geriatric populations.

Didactic instruction includes:

1. Patient (pt.) assessment/evaluation.
2. Formulation of a treatment plan.
3. Implementation of a treatment plan.
4. Follow up on a treatment plan.
5. Practice management including documentation, coding and interdisciplinary communication.
6. Promotion of competency and enhancement of orthotics practices and healthcare ethics.

Laboratory instruction includes:

- Pt. assessment/evaluation technique including impression taking.
- Application of biomechanical principles in prosthetic design.
- Device fitting principles & troubleshooting for custom molded, custom fabricated and custom fit prosthetic devices.
- Creation of a positive model of patient anatomy.
- Positive model modification and rectification.
- Fabrication of custom molded transradial and transhumeral prosthetic sockets.
- Design principles of upper extremity prosthetic systems specific to transradial and transhumeral levels including figure of 8 & 9 harness systems, anatomical suspension variants and single and dual control cable systems.
- Justification of prosthetic design and treatment recommendations using evidence based practice including pathology, biomechanics, socket design, coding, material science and international standards of care.
- Documentation of all pt. interactions, clinical decision making and applicable interdisciplinary communication.
- Relevant case studies will be discussed to facilitate clinical problem-solving skills.

**CPS040L - Contemporary Practice and Synthesis****4 Credit Hours****Prerequisite: Successful completion of semester 2**

This course will present the student with several graded realistic clinical simulations to provide the student with feedback with respect to their ability to complete a patient evaluation process competently; their ability to integrate and apply foundational knowledge and patient information to direct potential orthotic and/or prosthetic management; their ability to apply the necessary skills and procedures, including fabrication, to provide orthotic and/or prosthetic care; their ability to develop and implement an effective follow-up plan to assure optimal fit and function of the orthosis or prosthesis and monitor the outcome of the treatment plan; their ability to identify and observe policies and procedures regarding human resource management, physical environment management, financial management and organizational management as well as articulating the importance of personal and professional development.

**CLR010 - Clinical Research****3 Credit Hour****Prerequisite: Successful completion of semester 2**

This course will present the student with an in-depth understanding of the research process. The student will develop techniques used in scientific research to critically evaluate scientific papers with regard to the measurements and methods used. The course emphasizes a conceptual understanding of how different research designs can be instituted to answer a variety of questions relevant to the field of Orthotics and Prosthetics. Emphasis is placed on building a foundation for future professional practice and stresses the importance of research for informed decisions and evidence-based practice as well as the importance of ethical research conduct. Students will search, read, and analyze literature that validates current practice. Students will also learn basic steps related to the design of research projects.

**SEMESTER 4****CLR020 - Clinical Rotation****2 Credit Hours****Prerequisite: Successful completion of semester 3**

This course will present real world clinical experience to augment formal classes. This course provides clinical rotation hours off-site, in which students observe, assist, and practice patient care and device fabrication in an environment that prepares them for an orthotic or prosthetic residency. Students are placed at a clinical agency to practice skills under close supervision of an American Board Certified (ABC) prosthetist/orthotist. Students are required to document patient interactions and case analysis of their clinical experiences, and to present case studies to an audience of peers.

**MAP030 - Master's Project****1 Credit Hours****Prerequisite: Successful completion of semester 3**

This course will present individual work culminating in a professional practice-oriented report suitable for the requirements of the Professional Track of the Master of Science program in Orthotics and Prosthetics.

## Academic Calendar 2024-2025

### Fall 2024 Semester (16 Weeks)

Tuition Due	Monday, August 12, 2024
New Student Orientation	Friday, August 16, 2024
Classes Start	Monday, August 19, 2024
Labor Day (School Closed)	Monday, September 2, 2024
Columbus Day (No Classes)	Monday, October 14, 2024
Veteran's Day (No Classes)	Monday, November 11, 2024
Thanksgiving Break (No Classes)	Wed., November 27-Fri., November 29, 2024
Thanksgiving Break (School Closed)	Thurs., November 28-Fri., November 29, 2024
Graduation Ceremony – Fall 2023 Cohort	Thursday, December 5, 2024
Last Day of Classes	Friday, December 6, 2024

### Spring 2025 Semester (16 Weeks)

Tuition Due	Monday, January 6, 2025
New Student Orientation	Friday, January 10, 2025
Classes Start	Monday, January 13, 2025
Martin Luther King Jr. Day (School Closed)	Monday, January 20, 2025
Presidents' Day (No Classes)	Monday, February 17, 2025
Last Day of Classes	Friday, May 2, 2025

### Summer 2025 Semester (15 Weeks)

Tuition Due	Monday, May 5, 2025
Classes Start	Monday, May 12, 2025
Memorial Day (School Closed)	Monday, May 26, 2025
Juneteenth (No Classes)	Thursday, June 19, 2025
Fourth of July (School Closed)	Friday, July 4, 2025
Last Day of Classes	Friday, August 22, 2025

## **Tuition and Fees**

*Upon acceptance to the program a \$750.00 deposit is due with submittal of Letter of Intent and is applied to semester one tuition.*

*Tuition and fees are due and payable on a per semester basis as indicated by the academic schedule furnished in the catalog. The student must pay full tuition and fees prior to the first day of class for the respective semester being attended.*

### **TUITION**

*Tuition is calculated at \$1,021.23 cost per credit hour. Tuition is due and payable on a per-semester basis as indicated by the academic schedule furnished in the catalog. The student must pay tuition in full prior to the first day of class for the respective semester being attended. Tuition numbers do not include school fees.*

#### Tuition Breakdown by Semester

Semester 1	\$14,000.00
Semester 2	\$14,500.00
Semester 3	\$16,540.00
Semester 4	\$5,000.00
<b>Total Tuition</b>	<b>\$50,040.00</b>

### **FEES**

*Fees are paid in addition to tuition each semester.*

#### Fee Breakdown by Semester

Semester 1 <i>Books, Supplies, Scrubs, Parking, Technology, Activities, etc.</i>	\$3,000.00
Semester 2 <i>White Coats, Labs, Technology, Activities, etc.</i>	\$2,500.00
Semester 3 <i>Labs, Technology, Activities, etc.</i>	\$3,000.00
Semester 4 <i>Technology, Activities, etc.</i>	\$250.00
<b>Total Fees</b>	<b>\$8,750.00</b>

\*American Academy of Orthotics and Prosthetics membership fee **\$50** (subject to change) to be **paid at new student orientation and once again during second or third semester.**

\***\$75** graduation fee, plus **additional variable fees** dependent upon number of guests. To be **paid by the student during 4<sup>th</sup> semester.**

\*Convenience fees: credit card payments 4% and Bank ACH transfers 2%.

*Please Note: Students are responsible for payment of all tuition and fees. Failure to make full, on-time payment (prior to the first day of class) will result in the student not being able to sit for classes until the full payment is received. A late payment fee of \$15.00 will apply to any late payments and a returned check fee of \$25.00 will apply to*

*any returned checks. In the event of nonpayment, students will be responsible for all collection costs.*

*Degrees will not be issued unless all obligations to the Institute are paid or met in full.*

**Total Cost of Attendance: \$58,790.00**

### **Financial Aid for Orthotics and Prosthetics Master of Science program**

There is no federal Title IV financial aid available for students enrolled in the Orthotics and Prosthetic program. Students needing financial assistance for those who qualify may apply for a private alternative loan. Student loan options may be reviewed at Elm Select.

### **Withdrawal**

Students who stop attending the Orthotics and Prosthetics Curriculum must officially withdraw from the International Institute of Orthotics and Prosthetics. Students desiring to withdraw in good standing must secure a Request for Authorized Withdrawal form from the Administrative Office and the form must be properly completed and returned. The student's official withdrawal date will begin the date the student gave official notification of intent to withdraw by obtaining the form; at this time, the student is expected to not attend any classes and will have seven (7) calendar days to return the form, completed in entirety, to the Administrative Office. If the student continues to attend class, the official withdrawal date will be the last day of attendance. If the student does not return the form within the seven calendar days of the initial obtainment date, the official withdrawal date will be the date the completed form was returned to the Administrative Office.

### **Returning after Withdrawal**

Students who left the Institute in good academic standing and now wish to reenroll within a year of their withdrawal date will normally be allowed to resume academic studies where they finished and will be subject to the tuition rate at the time they return. However, if a student leaves in poor academic standing, the resumption of academic studies will be at the discretion of the appropriate Dean. The Dean may consult with other relevant personnel regarding this request. In either case, the student may be required to follow a remedial academic plan determined by the Dean.

A student who left the Institute in good academic standing and now wishes to reenroll more than a year after their withdrawal date will normally have to start the program over. However, the student may apply for advanced standing to receive credit for prior coursework. The awarding of advanced standing is made at the discretion of the Dean of Students. The Dean may consult with other relevant personnel regarding this request. If the student left in poor academic standing, they would receive no credit for prior coursework and will have to start over.

In all circumstances, a student must complete the Orthotics and Prosthetics Master of Science program within four (4) calendar years from the date of their first matriculation in coursework.

### **Refund Policy**

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. After signing the enrollment agreement and making initial payment, all monies will be

refunded if the International Institute of Orthotics and Prosthetics does not accept the applicant or if the student cancels before the first day of class.

3. Withdrawal from International Institute of Orthotics and Prosthetics within 1 week of the start of the semester will result in a full refund of tuition, books and supplies that may be returned to the institution.
4. Withdrawal after 1 week of the start of the semester will result in forfeit of all tuition and fees.
5. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.
6. If the student is not in attendance for the first 3 days of the semester, they are automatically dropped from the program and receive a full refund.

## Satisfactory Academic Progress (SAP)

### Grading Scale

<b>Letter Grade</b>	<b>GPA</b>
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

### Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is the review of students' progress at the end of each semester. There are 3 measurements for SAP that must be met by all students.

1. Cumulative GPA
2. Completion ratio
3. Maximum credits or clock hours needed in which to complete the program.

SAP Policy: Student Requirements - must meet all 3 requirements:

- **GPA Requirement – Qualitive Measure**  
**Must maintain a minimum cumulative GPA of 3.0 average.**  
 This GPA is calculated on all classes taken at IIOOP. GPA is calculated by dividing the total amount of grades points earned by the total amount of credit hours attempted. W and I grades are not included in the GPA calculation. Incomplete (I) grades are changed to F's if not completed in one year. If you retake a course, your cumulative GPA will be calculated based on the grade from the most recent attempt of the course. All attempted coursework will be counted in your attempted credits and your completion rate.
- **Completion Rate (PACE) Requirement – Quantitative Measure**  
**Must complete a minimum of 70% of credits attempted each semester.**  
 Students must progress at a pace that allows the student to complete their program within the maximum allotted time frame. This is calculated as follows: Total credit hours successfully completed / Total attempted credit hours. Students must pass at least 70% of attempted credits with a 3.0. Repeated, W, I and non-passing grades will also count as attempted credit hours even if the grade is no longer calculated in the GPA.

#### 70% Completion Ratio

	<b>Semester 1</b>	<b>Semester 2</b>	<b>Semester 3</b>	<b>Semester 4</b>
Hours attempted	12	25	30	49
Hours completed	9	18	21	35

- **Program Completion (150% - Maximum Time Frame)**  
Overall time for completion is 150% of the total program leg of the program. The maximum time for completion should be no more than 150% of credit hours required to complete the program. This equals no greater than 73 credit hours. Repeated, W, I and non-passing grades will also count as attempted credit hours even if the grade is no longer calculated in the GPA.

#### Minimum Hours to Maintain Good Academic Standing at 150% Time

Based on Maximum timeframe	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Actual credit hours	12	13	5	19	0	0
Minimum hours required	9	9	3	14	7	7

- **Withdrawals:** Grades of “W” are recorded on the student’s permanent academic transcript for withdrawn classes, will be included as credits attempted, and will have an adverse effect on the student’s ability to meet the requirements.
- **Incomplete Grades:** Courses that are assigned an incomplete grade are included in cumulative credits attempted. These cannot be used as credits earned in the progress standard until a successful grade is assigned.
- **Repeated Courses:** Students who choose to repeat passed classes can possibly achieve a higher cumulative grade point average. The final grade received will be counted in the cumulative GPA, whether it improves the GPA or not. Repeating courses may adversely affect the student’s ability to meet the requirements of the completion rate.

#### Satisfactory Academic Status

- **Good Academic Standing:**  
To be in good academic standing, a student must maintain a graduate cumulative grade-point average of 3.0 or better in all graduate credit courses at IIOOP and must maintain reasonable progress toward to all graduate program requirements.
- **Warning Status:**
  - Failure to meet the cumulative GPA requirement of 3.0 or the completion ratio of 70% will result in a written warning and the student will be placed on warning status. They will be given one semester to improve their SAP standing, while receiving financial aid. Students who cannot re-establish SAP after being placed on warning status, will be placed on suspension. Students on suspension are not eligible for financial aid and may be dismissed from IIOOP. Students on suspension may appeal their status. Review your Right to Appeal for more information.

Example: A student earns a CGPA of 2.5 during semester one of the program. The student is placed on warning and given until end of semester 2 to obtain a minimum



3.0 cumulative GPA. If the student does not obtain a cumulative GPA of 3.0 by semester 2, the student is suspended.

- **Suspension Status**

**A student who has been suspended is not eligible for financial aid and may be dismissed from the program.**

- Procedure for Re-Establishing Good Standing (SAP):

- Students who are placed on academic warning are given one semester to regain SAP status. At the end of the warning semester, if the student meets the minimum cumulative standards, the student will be in good standing and may continue to receive financial aid.
- Students who are placed on academic warning status and fail to meet the minimum standards by the end of the warning semester, will be suspended. Suspended students will be notified in writing at the end of the semester and may appeal by meeting their Academic Advisor and creating an Academic Advisement Progress Assessment Plan. The plan must be submitted and approved by the Executive Committee before the student can attend school again. If the plan is not submitted and approved, the student will be dropped from all courses and will be responsible for any outstanding charges without the benefit of financial aid.

- Maximum Timeframe Suspension

- Students who fail to meet the Maximum Time Frame standards, will be placed on Maximum Time Frame Suspension. There is no provision for a warning period if students are exceeding the maximum time frame. Students have the right to appeal this suspension if extenuating circumstances exist.

- **Right to Appeal:**

- Students placed on suspension may apply for appeal under circumstances: death in the immediate family, serious accident or injury, health crisis, etc. Proper documentation is required i.e.: police report, medical report, death certificate, etc. Students may be granted one or two probationary semesters with financial aid under an approved Academic Advisement Progress Assessment Plan if the appeal is granted. Once the student completes their AAPAP plan successfully the student will be in good academic standing. Failure to complete the AAPAP plan will result in immediate dismissal from the school.

### **Attendance, Tardiness, Make-up Work**

International Institute has established the following policy for the Orthotics and Prosthetics Master of Science program. Students may not miss any course or laboratory hours without being required to make up the missed work. Absence of any hours results in a grade of "F" unless the student qualifies for an excused absence or does all make-up work to the extent allowed by the Institution. To qualify for an excused absence, the student must verify one of the following requirements: death of an immediate family member; grave personal illness or injury; personal catastrophe; or non-reschedulable military service requirement. The instructor may only grant an excused absence. Tardiness contributes to absenteeism. Tardiness is defined as arriving after the official start time of a class, or leaving class early, and counts as an absence.

## Placement Assistance

As described in the curricular description, licensure will require the student to complete a clinical residency. In an attempt for the International Institute of Orthotics and Prosthetics to provide networking opportunities, the Administrative Office keeps a file of available potential employment positions; however, the Institute does not guarantee job availability or placement.

## Credits Earned and Transferability

Transfer of any successfully completed course from The International Institute of Orthotics and Prosthetics, Orthotics and Prosthetics Master of Science program to another school is not possible.

## Graduation Requirements

The Master of Science in Orthotics and Prosthetics degree is conferred on the individual who:

1. meets all stipulated academic requirements for the degree,
2. has successfully completed all the required courses and laboratories,
3. is in good academic standing and is clinically competent,
4. is free of all indebtedness and other obligations to the Institute.

## Applying for Graduation

To graduate students must obtain an Application for Graduation form from the Administrative Office, fill the form out completely and **return the application form and the \$75 graduation fee to the same office, 30 days prior to graduation.**

## National Certification

Currently, the National Certification Board for Orthotists and Prosthetists is the American Board for Certification in Orthotics, Prosthetics & Pedorthics (ABC). The ABC examination is the only nationally accredited exam that is accepted for licensure requirements. For more information students should contact ABC or visit the website at [www.abcop.org](http://www.abcop.org).

American Board for Certification in Orthotics, Prosthetics & Pedorthics  
330 John Carlyle Street, Suite 210  
Alexandria, Virginia 22314  
Tel: (703) 836-7114  
Fax: (703) 836-0838  
[info@abcop.org](mailto:info@abcop.org)

## Orthotist and Prosthetist Licensure Information

The receipt of a Master of Science Degree from the International Institute of Orthotics and Prosthetics, students of the Orthotics and Prosthetics Master of Science program who wish to obtain licensure status in the state of Florida will need to meet additional requirements which are NOT provided by the International Institute of Orthotics and Prosthetics' Orthotics and Prosthetics Master of Science program. These requirements include:

1. The applicant is of good moral character.
2. Has completed the appropriate educational preparation of:
  - a. An NCOPE approved Residency Program (If the applicant completed a residency program certified by NCOPE, an original letter from the head of the residency program attesting to successful completion of the program.)
  - OR
  - b. 1900 internship program (If the applicant completed an internship, a patient log signed by the applicant's qualified supervisor(s), including the types of patients treated, the types of treatment provided, and the number of hours worked, that demonstrates compliance with Rule 64B14-4.100, F.A.C.)
3. Passed the board-approved orthotics and prosthetics examination. (Through the American Board of Certification in Orthotics, Prosthetics, and Pedorthics, Inc.)
4. Completed the mandatory courses.

For more information on these additional requirements the student is encouraged to visit the Florida Board of Orthotists & Prosthetists website at <http://floridasorthotistsprosthetists.gov>

Students at International Institute who desire detailed information relative to other state requirements should contact that state's regulating body. Currently, eighteen states regulate Orthotists and Prosthetists. In each state, the Orthotist and Prosthetist must meet certain standards established by the state. The states that currently have licensing laws for Orthotists and Prosthetists are Alabama, Arkansas, Florida, Georgia, Iowa, Illinois, Kentucky, Mississippi, Minnesota, New Jersey, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, Tennessee, Texas, and Washington.

## Background Screening Required for Licensure

According to the Agency for Healthcare Administration information on background screening at <http://www.doh.state.fl.us/mqa/background.html> certain health care practitioners are subject to criminal background screening at initial licensure. Currently, there are three different groups of criminal background screening: Statewide, National and Level II. For Regulated Provider Type/Licensee Initial Licensure -- Orthotists, Prosthetists, Pedorthist, Orthotic Fitters, Orthotic Fitter Assistants, and O&P Residents, background checks are according to 468.803(2)(a) with a Current Level of Screening of Statewide/National. This includes Statewide and National criminal background screenings and requires fingerprinting performed by the Florida Department of Law Enforcement and the Federal Bureau of Investigations. The results are reviewed by the applicant's respective health care board and used to decide whether to grant a license. For more details, see <http://www.doh.state.fl.us/mqa/background.html>.

**Florida Statute 468.803(2)(a)**

An applicant for registration, examination, or licensure must apply to the department on a form prescribed by the board for consideration of board approval. Each initial applicant shall submit a set of fingerprints to the department on a form and under procedures specified by the department, along with payment in an amount equal to the costs incurred by the department for state and national criminal history checks of the applicant. The department shall submit the fingerprints provided by an applicant to the Department of Law Enforcement for a statewide criminal history check, and the Department of Law Enforcement shall forward the fingerprints to the Federal Bureau of Investigation for a national criminal history check of the applicant. The board shall screen the results to determine if an applicant meets licensure requirements. The board shall consider for examination, registration, or licensure each applicant who the board verifies:

- (a) Has submitted the completed application and the fingerprint forms and has paid the applicable application fee, not to exceed \$500, and the cost of the state and national criminal history checks. The application fee and cost of the criminal history checks shall be nonrefundable.
- (b) Is of good moral character
- (c) Is 18 years of age or older; and
- (d) Has completed the appropriate educational preparation.

**INTERNATIONAL INSTITUTE OF ORTHOTICS AND PROSTHETICS  
CONTACT INFORMATION**

Address correspondence to:  
International Institute of Orthotics and Prosthetics  
4809 Memorial Highway  
Tampa, FL 33634

Telephone: 813-517-1740  
Toll-free: 888-204-4447

Web: [www.iiofoandp.org](http://www.iiofoandp.org)  
E-mail: [info@iiofoandp.org](mailto:info@iiofoandp.org)

Administrative Office open:  
8:00 a.m. to 4:00 p.m., Monday through Friday

Veterans Stride Foundation at IIOF, Inc  
DBA/International Institute of Orthotics and Prosthetics  
2805 W Busch Blvd. Suite 115  
Tampa, FL 33618-4532  
501(C)(3) Organization