

<i>Policy: Faculty</i> Course Waivers	<i>Issued:</i> 3/14/95 6/8/10	<i>Revised:</i> 8/27/03 10/12/10; 10/5/21	<i>Page 1 of 3</i>
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The purpose of the course waiver policy is twofold: (1) to minimize the possibility that a student will be required to complete courses which are equivalent to previous educational (undergraduate or graduate) or professional experience; and (2) to ensure that students have attained proficiency in the content areas encompassed by the proposed waived course.

Waiver of *any* required medical science foundation course or professional course:

1. Will require documentation of (1) having successfully completed a course within the past 5¹ years and with a grade of C or better, or (2) professional competencies equivalent in both breadth and depth of content to that required by the Creighton University School of Pharmacy and Health Professions;
2. May require, at the discretion of the instructor of record (IOR), successful completion of a comprehensive challenge examination prepared by the IOR for the course in which the waiver is requested. The passing score on each challenge examination will be set by the IOR.
3. If a Challenge Exam is required by the IOR, it will require administration by a proctor either on the Creighton campus or at a Certified Testing Center or other external site (Alaska OT or Regis OT only) pre-approved by the Assistant/Associate Dean for Academic Affairs.
4. Will require completion of the Entry-level Course Waiver Application found on the Office of Academic and Student Affairs (OASA) website.

General Requirements and Procedures

To be considered for a waiver or challenge examination in any required course of the curriculum, the student must complete and submit the Entry-level Course Waiver Application Form found on the OASA website. Deadlines for receipt of completed forms are available on this website or from the Assistant/Associate Dean for Academic Affairs.

Documentation that, at a minimum, must be submitted to the Assistant/Associate Dean for Academic Affairs in support of a request to waive a required course includes:

- the course description of the class completed as it appears in the University catalog,
- a course syllabus which specifies any required textbook(s),
- any other official document (e.g. portfolio) which describes course scope, objectives, format, and course topics, and
- an official transcript which documents the grade the student received in the course(s). If we have a copy of the official transcript, we will use that transcript.

¹ In rare cases, if the course was taken more than 5 years ago, but the knowledge is utilized daily in the workplace, the student may be considered eligible for waiver.

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Class notes, examinations or other course materials may be requested by the Assistant/Associate Dean for Academic Affairs to aid in decision-making. Course materials should not be submitted directly to the IOR of the course for which a waiver is being requested.

The documentation submitted by the student will be reviewed by the appropriate IOR and a decision made in time for the student to prepare for any required challenge examination.

The student will be notified by the Assistant /Associate Dean for Academic Affairs of the outcome of each challenge examination taken. If a student successfully passes a challenge examination, a Transfer Credit Form will be completed by the Office of Academic and Student Affairs and appropriately filed with the Registrar. The original Course Waiver form will be placed in the student's electronic academic file and maintained by the Office of Academic and Student Affairs. The student's academic advisor will also be notified of the successful waiver.

A student who successfully passes a challenge examination will be excused from taking the required course. This will also satisfy any prerequisite requirements which the course provides. Credit is not received for the course nor will the grade received on the challenge exam or the grade received in the course at another institution be used in the calculation of the student's Creighton University grade point average.

Entry-Level Programs

A. Medical Science Foundation Courses

All medical science foundation challenge examinations for entry-level programs will only be administered at a specified day and time during the student orientation week of the year the student enters the program. Students will be notified of the date, time, location and delivery (paper or online) for the challenge exams by the Assistant/Associate Dean for Academic Affairs and must take their exam at that time. Exceptions can only be made by the Assistant/Associate Dean for Academic Affairs.

Documentation of course content and demonstrated proficiency must be submitted to the Assistant /Associate Dean for Academic Affairs during the early portion of the summer prior to the student's first semester in the professional program. Submission deadline dates are posted on the Office of Academic and Student Affairs website within the Entry-level Course Waiver Application, and incoming students are notified electronically of these deadlines.

B. Discipline-Specific Professional Courses

Waiver of discipline-specific professional courses in the student's program of study is rare but can occur under selected circumstances.

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For all discipline-specific professional course waivers from any semester in the curriculum, required documentation along with the required Entry-Level Course Waiver Application Form, must be submitted by the deadline provided on the OASA website the summer before beginning the respective program in order for the waiver to be considered.

Post-Professional Occupational Therapy Doctoral Program

Waivers for students in the post-professional occupational therapy doctoral program are not allowed.

Faculty Procedures for Administering Challenge Examinations

All IORs wishing to require a challenge examination prior to considering waiver requests will communicate to the Assistant/Associate Dean for Academic Affairs:

- students eligible to sit for a challenge examination
- the format of the challenge examination
- the minimum score necessary to pass the challenge examination (to be determined by each IOR)
- the date by which challenge examination results will be available
- individual student performance on the challenge examination.

Approved by Bylaws, Policies and Procedures Review Committee on 6/28/10

Approved by School Faculty on 10/12/10

Approved by Bylaws, Policies and Procedures Review Committee on 6/14/21

Approved by School Faculty on 10/5/21