

<i>Policy:</i> Course Waivers	<i>Issued:</i> 3/14/95	<i>Revised:</i> 8/27/03	<i>Page 1 of 4</i>
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The purpose of the course waiver process 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 insure 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 (a) having successfully completed a course, within the past seven¹ years and with grade of C or better, or (b) professional competencies equivalent in both breadth and depth of content to that required by the Creighton University Medical Center School of Pharmacy and Health Professions;
2. may require, at the discretion of the instructor of record, successful completion of a comprehensive challenge examination prepared by the instructor of record of the course in which waiver is requested. The passing score on each challenge examination will be set by the Instructor of Record, but shall not be less than 70%; and, if required;
3. will require administration of the challenge examination by a proctor either on the Creighton campus or via the web.

Medical Science Foundation Courses

If an incoming student believes that one or more pre-professional courses which she/ he has taken satisfies a curricular requirement in the medical sciences, she/he may petition the Associate Dean for Academic Affairs to be allowed to sit for a challenge examination in order to waive the course requirement. Incoming students are notified in writing of this option by the Admission Office.

All medical science foundation challenge examinations for entry-level programs will **only** be administered during New Student Orientation. The examinations are only offered once and must be taken at that time². In this way, each student's academic program is known by the student and his/her advisor prior the beginning of the professional course of study. To be considered for a waiver or challenge examination, the student must complete and submit the Course Waiver Application Form found on the Academic and Student Affairs Website.

¹ In rare cases, if the course was taken more than seven years ago, but the knowledge is utilized daily in the workplace, the course may be considered. Medical science foundation courses must have been taken within **four** years of application for a waiver.

² Post-professional challenge examinations will be considered no later than the semester prior to the semester in which the course to be waived is scheduled.

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At Orientation, any student who has previously submitted documentation of previous course work and has been given permission to sit for a challenge examination in a medical science discipline, will be notified of the date, time, location and delivery (paper or online) for the challenge exam. Students given permission to sit for a second challenge examination will do so at a time agreed to by the student and the Associate Dean for Academic Affairs.

Criteria

Courses submitted in request to sit for a challenge examination in a medical science discipline must have been successfully completed 1) at an accredited institution of higher education, 2) within the past **four** years, and 3) with a grade of C or better. The submitted course(s) must be equivalent in both breadth and depth to the required Creighton medical science course.

Documentation Needed

Documentation of course content must be submitted to the Associate Dean for Academic Affairs during the early portion of the summer prior to the student's first semester in the professional program. The documentation required for an appropriate review includes:

1. the course description as it appears in the University catalog,
2. a course syllabus which specifies any required text(s),
3. any other official document which describes course scope, objectives and/or format, and
4. a transcript which documents the grade the student received in the course(s).

Class notes, examinations or other course materials may be requested by the Associate Dean for Academic Affairs to aid in making a decision.

Process

The documentation submitted by the student will be reviewed by the appropriate Instructor of Record and a decision made in time for the student to prepare for a challenge examination. All challenge examinations will be administered during Orientation and prior to the start of fall semester classes. **No petitions for a challenge examination or course waiver of a medical science course will be accepted after that date.** The passing grade for each challenge examination is set by the Instructor of Record but must not be lower than 70%. The student will be notified in writing by the Associate Dean for Academic Affairs of the outcome of each challenge examination taken. Notification will occur by the end of the first week of fall semester classes. If a student successfully passes a challenge examination, a Course Waiver form will be completed by the Office of Academic and Student Affairs and appropriately filed with the Registrar. Copies of the Assistant Dean's letter and the completed Course Waiver form will be sent to the faculty advisor and placed in the student's file maintained in the Office of

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Academic and Student Affairs. Students who successfully pass the challenge examination will be excused from taking the required course³.

Discipline-Oriented Professional Courses

Waiver of discipline-oriented professional courses in the student's program of study is rare, but can occur under selected circumstances (e.g, transfer students coming to Creighton from accredited OT, PT or pharmacy programs, students who hold a professional or graduate degree in the discipline, etc).

To be considered for a waiver or challenge examination, the student must complete and submit the Course Waiver Application Form found on the Academic and Student Affairs Website. Required documentation for all discipline-oriented professional course waivers must be submitted not later than two weeks after the first day of classes for courses taken during the first semester of enrollment. All other course waivers can be submitted anytime prior to the end of the student's first semester of enrollment in the program. Students who want to waive an experiential component of the curriculum will be required to follow the program specific procedures for experiential waiver requests.

If a student wishes to petition for waiver of a required OTD, PTD or PHA course, s/he must submit the same documentation as indicated above for waiver of a medical science course to the Assistant Dean no later than the semester prior to the semester in which the course to be waived is scheduled. The only exception to this is for professional courses taken during the first semester of enrollment in the School. For these courses, documentation must be submitted not later than two weeks after the first day of classes.

The documentation and process required of students requesting consideration for waiver of professional courses is the same as that outlined for medical sciences courses, with the exception that challenge examinations may be given at a time other than the Tuesday prior to the first day of fall semester classes. The Instructor of Record (IOR) will decide whether a challenge examination is required in order to decide on a course waiver request. Students will be notified of the outcome of their petition by the Associate Dean for Academic Affairs as described above.

Credit for Waivers

When a medical science or discipline-oriented professional course is waived, the student is relieved of the requirement for taking the course. This will also satisfy any prerequisite requirements which the course provides. However, credit is not received for the course nor is the student's QPA affected. Students must still have accumulated the appropriate

³ The grade received on the challenge exam or the grade received in the course at another institution will not be used to calculate the student's Creighton University quality grade point average.

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number of total credit hours required for graduation with their intended degree. If the student entered the program with the minimum number of pre-professional credit hours, the waived credit hours will need to be made up. The student may make up these hours by taking any course offered at Creighton University. If a student entered the professional program with more than the minimum number of hours necessary, the waived hours will not need to be made up if the difference between the total number of accepted pre-professional hours and waived hours equals or exceeds the minimum pre-professional hour requirement.

Dropping a Waived Course

If a waiver request is approved after the student has registered for the required Creighton course, the student must come to the Office of Academic and Student Affairs to obtain a **Drop/Add form**. Failure to drop the course may result in the student's receiving an "F" for the course.

Faculty Procedure for Challenge Examinations

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

1. which students are eligible to sit for a challenge examination;
2. the format of the challenge examination;
3. the minimum score necessary to pass the challenge examination;
4. the date by which challenge examination results will be available;
5. individual student performance on the challenge examination.