

TOPIC: PROCEDURES FOR WAIVING OR CHALLENGING A COURSE

MEMO

TO: All Post –Baccalaureate Students

FROM: Dr. Zeine, Program Director

Some of the courses you have taken as part of your undergraduate major may qualify as substitutes for courses required in our "Core Program". With that in mind we have instituted the following policy. Please read the following very carefully.

If you have been accepted into our "**Post Bacs program**" you may request to waive challenge a course we presently require in the Lockstep Program, if you feel that you already have taken such course, or its equivalent, *within the past 5 years*.

NOTE: THE MAXIMUM NUMBER OF CREDITS THAT MAY BE CHALLENGED OR WAIVED IS 12*.

The student must contact *the instructor* of the course in the CSD Dept. as soon as possible and make an appointment. (See attached notice with list of courses and names of instructors).

The student must present to the instructor a copy of the CATALOG DESCRIPTION, TEXTBOOKS, CLASS NOTES AND SYLLABUS of the previously taken course.

Following consultation with the student, the instructor may choose to waive the course **with** or **without** requiring an examination.

The instructor may also choose **not** to waive the course. In such a case the student may choose to CHALLENGE the course by requesting an examination.

IF AN EXAMINATION IS TO TAKE PLACE:

1. The student must notify the instructor -IN WRITING- and at least ONE week ahead of his/her intention to take the exam.
2. Waiver or Challenge exams must be taken prior to the beginning of the quarter the class is being offered.
3. Waiver or challenge exams are to be taken "By Appointment" only.
4. If successful, be sure to have the instructor initial their course on the "purple sheet"

If you have any questions please be sure to contact me shortly after your acceptance or before you register.

* Exceptions possible in limited and very specific circumstances.

If courses are waived, you are still responsible for the content of the course as taught at WWU. We recommend taking other courses outside the COMMUNICATION SCIENCES AND DISORDERS Department or requesting permission to audit our courses similar to the waived classes. Rationale: Topics may be covered differently than what you have taken previously, you may not have had the clinical application in your background and it may help you in getting to know what emphasis we place on certain topics.