

Newington Certificate Program in Orthotics & Prosthetics

General Course Waiver Policy

In the event that an applicant/student requests an exemption from a general course, the following guidelines apply. All course exemptions will be determined by the program director with input from the faculty member assigned to teach said course.

Any candidate / student requesting consideration for exemption of a general course must complete the *Request for General Course Waiver* form and provide documentation of previous or current coursework/work experience that relates to his or her knowledge or skill base. The request and documentation will be evaluated by the program director and the course instructor for the class in question. Following a thorough review, the student may receive one of the following decisions:

- 1) *Denied*. Due to lack of evidence/documentation.
- 2) *Competency Exam Granted*. The student will take a summary exemption exam designed by the course instructor/program director and must achieve a 90% or better to be granted an exemption.
- 3) *Partial Exemption Granted*. Based upon the documentation presented, the student must complete select assignments reflecting coursework or knowledge base not previously demonstrated/ completed.
- 4) *Summary Exemption Granted*. Based on documentation without the need for competency exam, i.e., a higher level degree (M.S.) in the specific subject matter/area.

Please submit any course documentation (course description, grade, syllabus, etc.), professional education, continuing education, and related work experience to assist with this decision process.

All decisions will be final and binding.

