

University of Texas Rio Grande Valley
Department of Occupation Therapy
Wavier or Substitution

Students may request a prerequisite course wavier and/or substitution via a written petition to the Chair of the Admission Committee. Student must have a signed waiver/substitution form by the OT Admission Chair, OT Department Chair, or OT representative as proof of approval. All requests should be submitted to the Department of Occupational Therapy via Fax: 956/ 665-2476 or email: occtherapy@utrgv.edu. Course substitutions and waivers are considered on an individual basis and must be approved before the application deadline.

Process for wavier or substitution:

A waiver or substitution can be requested at any time (February 2nd – January 31st), however it will be good for the current admission cycle only. Each request is considered on its on merit.

Waiver(s): Prospective applicant must submit a **written** request stating what type of wavier (i.e. course waiver or waiver of 5-year time limit) he/she is seeking. This must include all supporting documents, contact information, a copy of the course catalog or syllabus, and/or transcripts. Examples of waivers might include waiving the statistics 5-year limit for someone currently working as an educational diagnostician or waiving the medical terminology course requirement for someone who is working in a health field; in these cases, documentation of the work experience would be required.

Substitution(s): Prospective applicant must submit a **written** request stating what course(s) he/she would like to substitute for which prerequisite course. This must include a syllabus of the course that will be substituted. An example would include a registered nurse who substitutes a psychiatric nursing course for the abnormal psychology course.

A grade of "D" or "F" will not be accepted for any prerequisite courses. Students may re-take prerequisite courses. The grades for the courses will be averaged together if they are taken within the 5 year time frame. If more than 5 years has elapsed then grades outside the 5 year time frame will not be averaged.

Credit for transferred courses is determined by the University, but the OT Program determines if a transferred course will meet a prerequisite requirement. If there is not a Texas common course number attached to the course, the Chair of Admissions Committee or Department Chair will determine whether the course meets the content requirements for the Foundational Standards. This can be determined and accepted based on the course description and syllabus provided by the student. (See the *OT Prerequisite Course Descriptions*)