



**UT Health Science Center:
COHP106 Waiver and/or Substitution Request – Academic Policy**

No./Title: COHP106 Waiver and/or Substitution Request	Resp. Office: ACADEMIC AFFAIRS Approval Body: College Council	Effective Date: March 2019
Category: Student	Last Review: March 2019	Next Review: March 2022
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Related Policies:	SA115 – Transfer Credit Policy	

Introduction

The University of Tennessee Health Science Center (UTHSC) awards transfer credits based on defined and published policies for evaluating, awarding, and accepting credits from another academic institution and/or based on established practices for recognizing relevant prior life experiences

Purpose

In certain instances, prior to students enrolling, Program Directors or designees have the right to request a waiver of pre-requisite courses and/or grades for accepted students (i.e. animal physiology can be substituted for human physiology). The College of Health Professions (COHP) follows the UTHSC Transfer Credit policy for submitting documentation to the Registrar.

Procedure

Once the Program Director or designee has approved the waiver and/or substitution, the following steps are required to finalize the request:

1. Program Director or designee must complete the form “Waiver and/or Substitution Request” available online.
2. The above-mentioned form must be submitted to the Associate Dean for Academic Affairs.
3. If approved by the Associate Dean, the form is routed to the originating program and then to the Office of Enrollment Services.
4. A copy of the signed form should be retained at the program requesting the change.

APPROVAL HISTORY

Effective: March 2019

Approved: March 25, 2019, HPFO

Approved: March 27, 2019, COHP Dean