

## Academic Policies & Procedures

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### COURSE WAIVER

If you have successfully completed a course in the past, at Stony Brook or another school, which seems to have covered the same material as a required School of Health Technology and Management course, you may petition to waive the course.

YOU, THE STUDENT, ARE RESPONSIBLE FOR INITIATING AND FOLLOWING UP ON THE COURSE WAIVER PETITION. A waiver petition form follows this description and you can make copies of it to use or you may obtain the form from your department.

When you have completed the first page of the petition form and attached the supporting documentation (i.e. a copy of grade report or transcript, catalog course description, student letter of explanation etc.) bring it and the signature page:

First, to the course instructor for her/his written comments and signature;

Second, to your advisor for her/his written comments and signature;

Third, to your program director for her/his written comments and signature;

Fourth, Assistant Dean for Student Affairs.

The dean will notify you, in writing, of the action taken on the petition. Copies of the approval/disapproval letter are sent to the department and to the HSC Office of Student Services (student's file) as well as to you.

If you receive an approval of your course waiver petition and you have already registered for the course, see Karen Mendelsohn, assistant dean for student affairs, and arrange a "drop" to cancel the course from your registration.

(If you neglect to do this, the course grade will eventually convert to an F.)

COURSE WAIVER PETITIONS MUST REACH THE DEAN'S OFFICE NOT LATER THAN FOUR (4) WEEKS PRIOR TO THE BEGINNING OF THE MODULE/SEMESTER IN WHICH THE COURSE IS GIVEN. BE SURE TO ALLOW ENOUGH LEAD TIME.

WE RECOMMEND THAT YOU REVIEW THE SCHOOL AND PROGRAM COURSE REQUIREMENTS NOW, AS YOU BEGIN THE PROGRAM. IF THERE ARE ANY WHICH YOU THINK YOU MAY BE ELIGIBLE TO WAIVE, BEGIN THE WAIVER PROCESS IMMEDIATELY, EVEN FOR SECOND YEAR COURSES.