

Subject: Exemption of Core Courses
Policy Number: E40
Date: April 25, 2003
Reviewed:

POLICY:

Students may apply to exempt courses by presenting a portfolio and/or taking an examination. If successful, the student will replace required courses with an equal number of hours of elective courses. Exemption from required courses does not reduce the length of the program.

PROCEDURE:

Any student who wishes to discuss exemption possibilities should schedule an appointment with the faculty member who is currently teaching or taught the course in question most recently. The faculty member and student will discuss the student's background and reasons for the exemption request. Students determined to be qualified will be allowed to proceed with the exemption process. The faculty member will determine whether the student is to present a portfolio and/or sit for an exam. If a portfolio is to be presented, the faculty member will provide the student with a current course description/syllabus. The student will be instructed to include in the portfolio evidence such as: 1. documentation of content and performance in previous pertinent coursework (graduate and undergraduate level); 2. demonstration of proficiency related to the course; 3. description of work experience directly related to the course. The student will submit the portfolio to the faculty member currently teaching or who most recently taught the course.

A portfolio may be presented only once for a given course. Portfolios will be received only during fall and spring semesters. If the portfolio is determined to be unacceptable for exempting the course, the faculty member who evaluated it may recommend that the student attempt the exemption exam. The faculty will notify the Student Services Director in writing if this recommendation is made. If an exemption exam is to be taken (instead of or in addition to the portfolio), the Student Services Director will arrange an appointment at the request of the appropriate faculty member. The examination will be prepared and graded by faculty currently teaching course. An examination may include demonstration of competencies related to the course. The exam will be scored as soon as possible after completion and the graded exam will be returned to the Student Services Director who will notify the student of the outcome. The student will be allowed to view the graded exam if desired, but may not remove the exam from the Student Services Office. The exam will be retained in the Student Services Office and a memo will be placed in the student's file indicating that the student either passed or failed the exam. Exemption exams will be given only in fall and spring semesters.