

SCHOOL OF OPTOMETRY AND VISION SCIENCE, UNSW GUIDELINES FOR WAIVING A COURSE PRE- OR CO-REQUISITE

In normal circumstances the School of Optometry and Vision Science will enforce the course pre- and co-requisite requirements. However, it is accepted that the structure of single session courses with courses not being available in both sessions causes some problems in progression that can be minimised. The School of Optometry and Vision Science is prepared to consider applications to waive pre- and co-requisites on the following basis.

CRITERIA

1. The student must have enrolled in the pre-requisite course and maintained attendance at lectures, tutorials, laboratories and assessments (i.e. 80% attendance required and an AF grade or UF grade of 50 or >50 does not qualify).
2. The failure was in one course only (up to 12 units of credit).
3. The timetable permits the carrying of a course.
4. This applies to pre- and co-requisites for OPTM and VISN courses only. For courses offered by other Schools, this system does not apply and should not be taken as a precedent.
5. Since the integral nature of the final year of the BOptom program and the BOptom BSc program must be maintained, only waiving of non-OPTM pre-requisite courses will be considered in final year.
6. The student had previously achieved a satisfactory progression.
7. No further pre- and co-requisite waiving will be permitted in the program.
8. The School is assured that satisfactory progress is likely to ensue.
9. There is no good reason to be concerned that the extra workload may exacerbate existing problems (e.g. physical, mental, emotional, financial or family).

Student's Procedure for application for waiving of pre- and co-requisites

1. Collect *Application to Waive a Course Pre- or Co-Requisite* from the School of Optometry and Vision Science Office (Room 3.003, Level 3, Rupert Myers Building) or from the School website (www.optom.unsw.edu.au).
2. Carefully follow the instructions on the form.
3. Submit to the School Office by:
SESSION 1: 31 JANUARY
SESSION 2: WEDNESDAY OF WEEK BEFORE COMMENCEMENT OF SESSION 2
N.B.: THE SCHOOL RESERVES THE RIGHT TO REFUSE PROCESSING OF APPLICATIONS THAT ARE RECEIVED AFTER THESE DEADLINES.
4. If necessary, attend courses until a decision has been made.
5. Decision communicated in writing as soon as possible (**please do not make verbal enquiries**).
6. Appeals on the procedures adopted (rather than academic merit issues) go through the UNSW grievance procedure system, not through the School.

Professor Fiona Stapleton

Head

School of Optometry and Vision Science

15 February 2008