

## 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 term courses with courses not being available in three terms causes some problems in progression that may 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. Since the academic program rules require students to maintain a CREDIT average in the program, waiving of pre- and co-requisite courses will not be considered if a student's program WAM is less than 65.
2. Since the integral nature of the final year of the BVisSc/MClinOptom program must be maintained, waiving of pre- and co-requisite courses will not be considered in final year (stage 5 or stage 2 of Master of Clinical Optometry).
3. The student must have enrolled in the pre-requisite course and maintained attendance at lectures, tutorials, laboratories and have completed assessments (i.e. met attendance requirements of the course; an AF grade does not qualify).
4. The failure was in one course only (up to 6UoC).
5. The timetable permits the carrying of a course.
6. 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.
7. There has been previous satisfactory progress in the program according to the transcript (ie no probations or suspensions)
8. Only one waiver requested in upcoming term.
9. If the student is in stage 1-3, she/he must not have had a previous waiver granted at any time in stages 1-3. If the student is in stage 4 (stage 1 of MCLinOptom), he/she must not have had a previous waiver granted in stage 4 (stage 1 MCLinOptom).
10. The School is assured that satisfactory progress is likely to ensue.
11. There is no good reason to be concerned that the extra workload may exacerbate existing problems (e.g. physical, mental, emotional, financial or family).
12. "All stage 1-3 courses must be successfully completed before enrolment in any stage 4 (or stage 1 of MCLinOptom) courses can be approved"

### 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 website ([www.optom.unsw.edu.au](http://www.optom.unsw.edu.au)).
2. Carefully follow the instructions on the form.
3. Submit to the School Office by 11:55 pm on:  
**Term 1: 15 January**  
**Term 2: WEDNESDAY OF WEEK BEFORE COMMENCEMENT OF TERM 2**  
**Term 3: WEDNESDAY OF WEEK BEFORE COMMENCEMENT OF TERM 3**  
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

3 May 2018