

**UNIVERSITY OF MICHIGAN-FLINT**  
School of Health Professions and Studies  
Physical Therapy Department

**Guidelines for the Acceptance of Previous Course Work in Partial Fulfillment of Requirements for Professional DPT Program**

**PURPOSE**

This policy is established to provide students and the faculty of the Physical Therapy Department with guidelines for the consideration of requests for waivers of specific modules and/or courses.

**OBJECTIVES**

- 1) To insure that students are not required to repeat instruction in areas in which they are proficient.
- 2) To insure student competency in the practice of physical therapy.

**SCOPE**

This policy pertains to all courses in Year 1 - Year 3 of the professional DPT program.

**PROCEDURE**

- 1) Students will be informed of this policy at the new student orientation.
- 2) At least eight weeks prior to the start of the course the student shall inform the Director of the Department or their designee that such a request is being considered. The exception to the above applies to **incoming** year 1 students for the **fall** semester only. These students must inform the Director of the Department or their designee no later than 6 weeks after the July student orientation. Failure to meet the deadline stated above for initiation of the necessary paperwork will result in the petition not being heard by the faculty.
- 3) The Director or their designee shall provide the student with the name of the faculty member(s) responsible for providing instruction in the instructional areas for which an exemption is requested.
- 4) The student shall review courses and component instructional modules which comprise the professional DPT program and complete the student section of the Course Waiver Authorization Form. The Course Waiver Authorization Form along with any supporting documentation is turned in to the faculty member who is teaching the course for which the waiver is being requested for completion. The faculty member upon completion of the Course Waiver Authorization Form will return the Form to the PT Department.

- 5) The student may be required to meet with the faculty member(s) from the responsible department in order to substantiate claimed competency . Demonstration of claimed competency shall be at the discretion of the faculty member and may include but not be limited to:
  1. Catalogue descriptions of former academic work
  2. Course outlines of former academic work
  3. Interim or final examination of former academic work
  4. Letter from former instructors and/or supervisors
  5. Descriptions of practice patterns which incorporate the knowledge, values, or skills in question.

The faculty member at his/her discretion may require further evidence of competency. The faculty member may utilize any or all of the following approaches to insure that such competency exists:

1. Oral examination
  2. Written examination
  3. Special projects
  4. Independent study
  5. Practical demonstration of skills knowledge
  6. Attendance at professional conferences and workshops
  7. Practical demonstration of skills/knowledge
  8. Other, as deemed appropriate by the faculty member.
- 6) The faculty member shall apply standards which are consistent with those expected of current graduates. In order to insure compliance with such standards, the faculty member shall match the objectives of the course with evidence that each objective has been met. Attention should also be given to the depth to which each objective has been met. Depth assessment should include consideration of course credit descriptions. General guidelines for depth are 30 clinical contact hours equivalent to one credit and 15 continuing education or inservice training hours equivalent to one credit. However, course equivalency may not be assumed in the absence of any didactic exposure to the course material.
- 7) A maximum of 16 course equivalency towards the DPT requirements may be granted. This represents 14% of the courses in the DPT degree.
- 8) When a student has satisfactorily completed a course within the professional DPT program at the University of Michigan-Flint prior to admission and within the last 2 years the student must complete the Student section of the Course Waiver Authorization Form and return the completed form to the Director of the Physical Therapy Department or their designee.
- 9) The student may not take a course equivalent to one within the professional preparation program at another university, and request a course waiver for that course, after they have begun their course of studies in the University of Michigan-Flint physical therapy educational program.
- 10) The student's request will then be heard at a regularly scheduled Physical Therapy Department meeting in which at least three faculty members are present. The agenda item shall be scheduled by the Director or their designee and presented by the sponsoring

faculty member or their designee. Requests from two or more faculty members shall be heard concurrently. The student may be in attendance at the student's option.

- 11) The faculty present shall provide final authorization for requested waiver. The Physical Therapy Department section of the Course Waiver Authorization form will be completed, and appropriate follow up will occur.
- 12) The student shall be informed in writing of the faculty's decision within seven days.

### Appeal Process

No appeal process is available.

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Revised July 1994  
Revised January 1996  
Revised August 2002 (MPT to DPT)  
Revised September 2004 (added #10)  
Revised June 2007  
Revised June 2008

Registration and Fiscal Implications

WAIVER	REGISTRATION	TUITION	RESPONSIBILITY FOR ADMINISTRATIVE IMPLEMENTATION
One or more instructional modules but less than all instructional modules in a course are waived	Student registers for course(s) and/or an independent study.	Student pays tuition	Appropriate faculty member insures student compliance.
One or more courses are waived if equivalent course has been taken at another institution or the identical course has been taken previously at UM-F.	Student does not register for course(s) involved. Credit is given toward fulfillment of entry level DPT degree. If waiver is based upon job or life experience, course requirement is waived. However, student assumes responsibility for all licensure and malpractice implications.	Student does not pay tuition for course(s).	Director of the Department informs registrar.

**UNIVERSITY OF MICHIGAN-FLINT**  
**Physical Therapy Department**  
**Course Waiver Authorization Form**

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**SECTION TO BE COMPLETED BY STUDENT**

Date form submitted to faculty member \_\_\_\_\_

Student Name \_\_\_\_\_ UMID \_\_\_\_\_

UM-Flint Course Name for Waiver \_\_\_\_\_

University where equivalent course taken \_\_\_\_\_

If more than one course,  
please list on back or  
attach extra page

Course title \_\_\_\_\_

Grade earned \_\_\_\_\_ Year course was taken \_\_\_\_\_

Documentation submitted [catalog description(s), course outline(s), exam(s), letter(s) from former instructors/supervisors, etc]

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**SECTION TO BE COMPLETED BY UM-FLINT FACULTY MEMBER**

The above-named student is contending that he/she has obtained equivalent knowledge for the above-named UM-Flint course. After reviewing the student's documentation and determining whether equivalent knowledge has or has not been obtained, please provide us with the following information.

Waiver Recommended? \_\_\_\_\_ YES, student has equivalent knowledge \_\_\_\_\_ NO

\*Any special stipulations for waiver:

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Member's Name - Typed or Printed

\_\_\_\_\_  
Department

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**SECTION TO BE COMPLETED BY PHYSICAL THERAPY DEPARTMENT**

Transcript Verification: \_\_\_\_\_  
date

Faculty Meeting: \_\_\_\_\_  
date

Action by Physical Therapy Faculty:

- \_\_\_\_\_ WAIVER GRANTED
- \_\_\_\_\_ WAIVER GRANTED WITH STIPULATIONS AS NOTED ABOVE\*
- \_\_\_\_\_ WAIVER NOT GRANTED

Registrar Notified: \_\_\_\_\_  
date

Student Notified: \_\_\_\_\_  
date