



EL CENTRO COLLEGE CENTER FOR ALLIED HEALTH AND NURSING

HEALTH OCCUPATIONS ADMISSIONS

*The Center for Allied Health
and Nursing*

FIVE YEAR TIME LIMIT WAIVER PETITION GUIDELINES

Science coursework which appears in certain health occupations program curriculum either as a prerequisite or a support course (i.e. anatomy/physiology, chemistry, physics, and microbiology) must have been completed less than five years prior to the anticipated program start date of a Health Occupations program. For example, a BIOL 2401 course completed in Summer 2014 would be valid only up to application for a program which begins in Summer 2019; if completed in Fall 2014 it would be valid for application to a program beginning in Fall 2019; if completed in Spring 2014, it would be valid for application to a program beginning in Spring 2019.

EXCEPTIONS: There is no longer a five year time limit for BIOL 2401, BIOL 2402, and CHEM 1411 for certain programs if the prospective applicant earns a score of 70 or higher on the anatomy/physiology and chemistry sections of the HESI A² which is required to apply to these programs:

Cardiac Sonography	Medical Laboratory Technology +*
Dental Hygiene +	Radiography
Diagnostic Medical Sonography #	Respiratory Care
Invasive Cardiovascular Technology	Surgical Technology +
Magnetic Resonance Imaging #	

+ BIOL 2420 – Microbiology which appears in these programs still has a five year expiration.

SCIT 1420 – Physics for Allied Health and PHYS 1401 which appear in these programs still has a five year expiration.

* The five year time limit for CHEM 1411 is also waived for Medical Laboratory Technology program which requires a score of 70 or higher on the chemistry section of the HESI A² to apply to that program.

NOTE: The five year time limit for BIOL 2401, BIOL 2402, and BIOL 2420 is still in effect for the Associate Degree Nursing and Vocational Nursing programs.

Courses which are subject to the five year time limit for other programs include the following or their equivalents:

BIOL 2401	Human Anatomy/Physiology I
BIOL 2402	Human Anatomy/Physiology II
BIOL 2420/2421	General Microbiology
PHYS 1401	General Physics I <u>OR</u>
SCIT 1420	Physics for Allied Health

NOTE: BIOL 2401 and BIOL 2402 are now the accepted anatomy/physiology courses for Health Occupations programs. See individual program packets for information on the expiration of SCIT 1407 and SCIT 1408. In certain instances, a five year waiver may be reviewed for SCIT 1407 and SCIT 1408.

A student may petition for a waiver of the time limit through the Health Occupations Admissions Office under one of the following considerations:

1. The student has **current work** experience in a healthcare setting utilizing their related science knowledge.
2. The student has successfully completed **advanced courses** in a related science area with a grade of “C” or higher.
3. The student’s first course of the two course anatomy/physiology sequence (BIOL 2401) has exceeded the five year time limit but the second course of the sequence (BIOL 2402) is within the five year time limit prior to the anticipated program start date.

The student may petition for a waiver of the time limit through the Health Occupations Admissions Office as a separate review, in conjunction with an educational plan request, or with their application materials.

Courses are reviewed for a five-year time limit waiver only for the next available program application filing period. In order for a science course taken outside the DCCCD to be considered for a five-year time limit waiver, the course must first be approved for transferability.

The individual must present the following materials to the Health Occupations Admissions Office as the five year time limit waiver petition:

- Official transcripts from ***all*** colleges or universities previously attended other than DCCCD campuses are required.
 - If official transcripts have been submitted to a Registrar/Admissions Office at one of the seven DCCCD campuses, official transcripts are not required for the waiver petition. **However, the official transcripts must be current and must be printed no earlier than three years prior to expected entry to a health occupations program.**
 - If current official transcripts are not on file, they must be submitted in sealed envelopes with the waiver petition materials. Official transcripts will then be routed to the El Centro College Registrar’s Office and are not returned to the student.
- Catalog course description of the course(s) in question if completed outside the DCCCD.
- An original letter of petition from the student indicating which health occupations program to which they intend to apply, and specifically outlining how they are utilizing the science course knowledge (current health care employment, teaching, advanced degree, etc.). The letter must have an **original ink signature**. Photocopied or faxed letters are not accepted.
- If employed in a hospital/health care environment or in a science teaching capacity, an additional original letter **on official facility letterhead with an original ink signature** by the individual’s supervisor is also required reiterating their specific duties at the facility and the manner in which their science knowledge is being utilized. An employment performance review is not accepted. Photocopied or faxed letters are not accepted.

Five Year Waiver Petitions may be submitted in person or by mail:

In Person:

Five Year Waiver
Health Occupations
Paramount Building, Room P-101
301 North Market Street
Dallas, TX 75202

By Mail:

Five Year Waiver
Health Occupations
El Centro College
801 Main Street
Dallas, TX 75202-3604

After a review by Health Sciences administration, the individual will be notified whether the five year time limit waiver has been approved or disapproved. **If approved, the waiver is valid only for the next available application filing period.**

NOTE: Petitions for a Five Year Time Limit Waiver submitted separately from an educational plan request or program application are usually processed within 10-14 working days. However, during peak times such as college registration or after the close of the semester, a review may take as long as 30 days for review. Therefore, it is to the individual's advantage to submit a five year waiver petition at their earliest convenience prior to application to the program. Science courses taken at other colleges must first be approved for transferability before a waiver will be considered.

The El Centro College Health Occupations Admissions Office and the Health Sciences Division reserves the right to grant or deny petitions for five year time limit waivers toward health occupations programs.