

## PETITION PROCEDURE

This petition provides students the opportunity to count a course towards a specific prerequisite for application and/or admission to the Doctor of Occupational Therapy program at UTEP. This is typically used for courses that are not an exact equivalent to a specified prerequisite course, but meet the underlying intent of the prerequisite course as it pertains to appropriately preparing the student for the OTD program.

To request a course substitution, students must follow the procedure stated below.

1. Complete this petition form.
2. Secure supporting documentation.
3. Submit one (1) copy via e-mail of the petition form with all attachments to:  
[otadmissions@utep.edu](mailto:otadmissions@utep.edu).

### Prerequisite Requirements (minimal semester credit hours):

- Human Anatomy (Total of 8 semester hours with labs)
- Statistics (3 credit hours)
- Introduction to Psychology (3 credit hours)
- Lifespan/Developmental Psychology (3 credit hours)
- Abnormal Psychology (3 credit hours)
- one upper division behavioral science course (PSYC, SOCI, SOWK, ANTH) (3 credit hours)
- Medical Terminology (1 credit hour or electronic certificate)

### Before You Petition:

There are several courses previously petitioned that are not allowed as substitutions. While this is not a comprehensive list, please review the following information before contacting us about a petition.

- Comparative Anatomy and/or Vertebrate Anatomy may not be substituted for the Human Anatomy requirement. Mammalian Physiology, Pathophysiology, and Exercise Physiology may not be substituted for Human Physiology.
- You may substitute Human Anatomy & Human Physiology for Human Anatomy & Physiology I and II requirements. Anatomy transfers in as A&P I and Physiology transfers in as A&P II.
- Biostatistics and similarly labeled statistics courses will meet the statistics requirements. Courses labeled "Research Methods" will not be accepted. You cannot substitute Calculus, College Algebra, or other math courses for the statistics prerequisite.

## OUTCOMES

- After acting on the petition, the Director or the Admissions Committee Chair will return the petition and its supporting documentation to the Administrative Assistant, who will notify the student of the results via e-mail and document the results in the student's file. If the petition is approved, **make sure to upload onto OTCAS by following instructions provided in the approval. The instructions are also on our website and the OTCAS portal.**
- **If the petition is denied**, you will receive an email indicating that the petition has been denied. All decisions are final.

**Petition for Prerequisite Substitution  
Occupational Therapy Admissions**

The University of Texas at El Paso  
El Paso, TX  
(915) 747-7268 fax: (915) 747-8211 email: [otadmissions@utep.edu](mailto:otadmissions@utep.edu)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Undergraduate Institution: \_\_\_\_\_

Institution Website: \_\_\_\_\_

Catalog Year: \_\_\_\_\_ (only courses taken within the last 7 years considered)

**REQUEST (before completing, read "Petition Procedure," and "Before You Petition" on page 1)**

I am requesting the course (Course Department Code, Course Number and Title):

\_\_\_\_\_ satisfy UTEP  
from (institution) \_\_\_\_\_

OT Department Prerequisite Course: \_\_\_\_\_

Rationale (you may attach a separate page if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUPPORTING MATERIALS**

Please check the supporting materials that you have attached to this petition. Materials with an asterisk (\*) are required. Decisions are based on the documents provided.

Course description(s)\*       Author & Title of text used       Course syllabus  
 Expanded justification of request

**SIGNATURES**

Note: The approval of the Program Director or Admissions Committee Chair is required for the petition to be granted. **All decisions are final.**

I request review of my petition and understand that all notifications regarding its status will be sent to the e-mail listed above.

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**I have reviewed this petition and have evaluated it with respect to prerequisite requirements for admission to the UTEP OT Department.**

.....  
UTEP OT Department:

Petitioner must provide the following:      Course syllabus      Expanded justification

Approve \_\_\_\_\_ Deny \_\_\_\_\_ Admissions Committee (reason):

\_\_\_\_\_  
Director and/or Adm. Committee Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

