# Core Course Exemption Application Gillings School of Global Public Health

**The University of North Carolina at Chapel Hill**

Use this form to request exemption from the following core public health courses:

## BIOS 600, ENVR 600, EPID 600, HBEH 600, HPM 600 or SPHG 600

**INSTRUCTIONS TO THE STUDENT:**

1. Discuss the possibility of a course exemption with your academic adviser.
2. If your adviser concurs, complete this form. Email the completed form and supporting materials to the Student Services Manager (SSM) in your home department. Note: Missing information may delay approval of your request.
3. Course must have been taken *no more than 5 years* prior to the start date of your current program. If course was taken more than 5 years prior to the start of your current program but you have relevant work experience in the course subject matter also fill out Section C below.
4. The SSM will check your transcript and confirm that you took the course (including the date and the grade). The SSM will complete their section of the form, confirming details of previous coursework. The SSM will forward the form and supporting materials to the course instructor.
5. The course instructor will review the materials, indicate approval or disapproval, sign the form, and forward the form to the Associate Dean for Academic Affairs - Laura Linnan, ScD.
6. The Associate Dean will review the materials, indicate approval or disapproval, and forward the form back to the SSM in the student's home department.
7. Upon receipt of the completed form, the SSM will communicate the decision to the student.

|  |
| --- |
| **A. Information about the Student Requesting an Exemption** |
| **Core course for which exemption is requested:** |  |
| **Student’s Name:** |  |
| **Student’s PID:** |  |
| **Student’s Email Address:** |  |
| **Student’s Telephone Number(s):** |  |
| **Student’s Department:** |  |
| **Student’s Program (degree or certificate sought):** |  |
| **Start Date of Student’s Program:** |  |
| **Student Services Manager in Student’s Home Dept:** |  |
| **Student Services Manager’s Email Address:** |  |

|  |
| --- |
| **B. Information about Previous Course(s)** |
| **Complete this section about coursework that you regard as equivalent to the required UNC-CH core course.** |
| **Course(s) abbreviation:** |  |
| **Course(s) name:** |  |

Revised July 2016

Page 1 of 4

|  |  |
| --- | --- |
| **Course(s) Credit Hours:** |  |
| **Institution, school, and department where course was taken:** |  |
| **Year and semester when course was taken: (Reminder – course must have been taken no more than 5 years prior to the start date of your current program)** |  |
| **Grade in course:** |  |
| **Course web page (if publicly accessible – please verify the URL):** |  |
| **Course instructor name and email address:** |  |
| **Number of weeks:** |  |
| **Number of lecture hours/week:** |  |
| **Number of recitation/discussion hours/week:** |  |
| **Course materials (briefly describe, including authors, title, and edition of any published textbook):** |  |
| **Assessment methods (list graded work, such as quizzes, exams, homework, presentations, papers):** |  |
| **Description of course topics (include textbook chapters covered, if appropriate):** |  |
| **\*\* In addition to completing section B. of this form, please attach the syllabus for the course(s) you have taken, that you are using to request exemption.** |

|  |
| --- |
| **C. Information about Relevant Work Experience** |
| **If competencies were or are being met through work experience, in detail please describe your relevant experience Refer to list of core competencies for the required UNC-CH core course available at** [**https://sph.unc.edu/files/2013/12/Corecompetencies\_2012.pdf**](https://sph.unc.edu/files/2013/12/Corecompetencies_2012.pdf)**. Describe how you have met each core competency for the course being exempted.****Also include the name and email address of your supervisor:****(In addition to completing this section, please attach your resume or CV.)** |
|  |

**D. Core Competencies**

**Refer to list of core competencies for the required UNC-CH core course- available at** [**https://sph.unc.edu/files/2013/12/Corecompetencies\_2012.pdf**](https://sph.unc.edu/files/2013/12/Corecompetencies_2012.pdf)**. Describe how you have met each core competency for the course being exempted. For each topic covered in the UNC- CH core course, describe how you fulfilled that competency, such as the chapter covered in a previous course or specific work experience. If you have not completed a core course topic through previous course work or work experience, please indicate that as well*.***

Revised July 2016

Page 1 of 4

|  |
| --- |
| **E. Other Supporting Information** |
| **1. Please attach a syllabus of previous course(s), if competencies were met through previous coursework. Attaching the syllabus does not eliminate the need for completing section B. of this form.** |
|  | **2. Please attach your resume or CV** | **. Attaching your resume or CV does not eliminate the** |
| **need for completing section C. of this form.** |

Revised July 2016

Page 1 of 4

# For Office Use Only Student Services Manager

Student has taken the course listed above.

Date taken

Grade Received

## Please forward to the appropriate Core Course Instructor:

|  |  |  |
| --- | --- | --- |
| BIOS | Jane Monaco | jmonaco@bios.unc.edu |
| ENVR | Louise Ball | lmball@unc.edu |
| EPID | Lorraine Alexander | lorraine\_alexander@unc.edu |
| HBEH | Shelley Golden | sgolden@email.unc.edu |
| HPM | Aimee McHale | ammmchale@email.unc.edu |
| SPHG | Anissa Vines | avines@email.unc.edu |

**Core Course Instructor**

Approved Disapproved

Signature: Date:

If approved, please paste in scanned signature and forward application as an attachment to the Associate Dean for Academic Affairs (linnan@email.unc.edu).

# Associate Dean for Academic Affairs

Approved Disapproved

Signature: Date:

*Laura Linnan, ScD*

After decision is made, please send the application as an attachment to the departmental Student Services Manager in the student’s home department.

Revised July 2016

Page 1 of 4