Competency can be established in any core course requirement, either by taking the course, or by demonstrating that similar material has been studied.  Any exemption consideration must be approved by both the Core Course Instructor and the Associate Dean for Academic and Student Affairs.   The appropriate Core Course Exemption Application must be completed fully, with required documentation attached and submitted separately to your Departmental Student Services Manager for each course exemption consideration.  All applications will be considered on a case-by-case basis.  If approved, students may be exempted from taking a core course; transfer credits may or may not be granted depending on your student status (BSPH, Master’s Doctoral) and the applicable corresponding UNC transfer credit policy.

**Responsibilities of the Student:**

1. Review your course eligibility: Your course must have been taken no more than 5 years prior to the start date of your current program, or if your course was taken more than 5 years prior to the start of your current program, you must have relevant work experience in the course subject matter to describe and document.
2. Discuss the possibility of a core course exemption with your academic adviser.
3. If your academic adviser concurs, complete all sections of the Core Course Exemption Application.
4. Email your completed form and supporting materials (syllabus, resume/CV) to the Student Services Manager (SSM) in your home academic department.  Missing information may delay the approval of your request.

**Responsibilities of the Student Services Manager (SSM):**

1. The SSM will check your transcript and verify that you took the course (including the date and the grade) and document this on the application.
2. The SSM will then forward the application and supporting materials to the appropriate core course instructor.
3. The SSM will communicate the core course exemption decision to the student, upon receiving an email from the Associate Dean.

**Responsibilities of the Core Course Instructor (CCI):**

1. The CCI will review the application materials and may email you if additional questions are warranted.
2. The CCI will render a decision by indicating approval or disapproval, sign the application, and forward it via email to the Associate Dean for Academic and Student Affairs for a final review.
3. If not approved, the CCI may suggest that the student complete an exemption exam (if available for that particular core course).

**Responsibilities of the Associate Dean for Academic and Student Affairs:**

1. The Associate Dean will review the materials, indicate approval or disapproval, and forward the completed application back to the SSM in the student's home department.

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| A. PERSONAL INFORMATION |
| Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Program (degree/certificate sought): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Services Manager in Home Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Services Manager’s Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student’s Academic Advisor (Name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Have you and your academic advisor discussed this course exemption? (Yes/No)\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| B. INFORMATION ABOUT PREVIOUS COURSE |
| Complete this section about coursework that you regard as equivalent to the required UNC-CH core course**. If more than one course, fill out Section B separately for each course.**  **\*\*\*** **REMINDER: course must have been taken no more than 5 years prior to the start date of your current program\*\*\*** |
| Course Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Course Abbreviation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Credit Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Institution, School, and Department where course was taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Year when taken: \_\_\_\_\_\_\_\_ Semester when taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade in course: \_\_\_\_\_\_\_\_\_\_\_\_  Course web page (if publicly accessible): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Course instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor 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): |
| **Please attach the syllabus for the course(s) you have taken that you are using to request exemption.** |

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| C. CORE COMPETENCIES FOR HPM 600 |
| Describe how you have met each core competency below 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*.* |
|  |
| * Identify the main components and issues of the organization, financing and delivery of health services and public health systems in the U.S. |
| * Describe the legal and ethical bases for public health and health services. |
| * Explain methods of ensuring community health safety and preparedness. |
| * Discuss the policy process for improving the health status of populations. |
| * Apply the principles of program planning, development, budgeting, management and evaluation in organizational and community initiatives. |
| * Apply principals of strategic planning and marketing to public health. |
| * Apply quality and performance improvement concepts to address organizational performance issues. |
| * Apply “systems thinking” for resolving organizational problems. |
| * Communicate health policy and management issues using appropriate channels and technologies. |
| * Demonstrate leadership skills for building partnerships. |
| D. 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 in Section B. Describe how you have met each core competency for the course being exempted. |
| Name of supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address of supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Please attach your resume or CV.** |

**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](mailto:jmonaco@bios.unc.edu) |
| ENVR | Louise Ball | [lmball@unc.edu](mailto:lmball@unc.edu) |
| EPID | Lorraine Alexander | [lorraine\_alexander@unc.edu](mailto:lorraine_alexander@unc.edu) |
| HBEH | Shelley Golden | [sgolden@email.unc.edu](mailto:sgolden@email.unc.edu) |
| HPM | Aimee McHale | [ammmchale@email.unc.edu](mailto:ammmchale@email.unc.edu) |
| SPHG | Anissa Vines | [avines@email.unc.edu](mailto: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 and Student Affairs (l[innan@email.unc.edu](mailto:am_siegariz@unc.edu)).

# Associate Dean for Academic and Student 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.