

Core Course Exemption Application for BIOS 600

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.

| 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 BIOS 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.

- Describe the roles biostatistics serves in the discipline of public health.
- Describe basic concepts of probability, random variation and commonly used statistical probability distributions.
- Describe preferred methodological alternatives to commonly used statistical methods when assumptions are not met.
- Distinguish among the different measurement scales and the implications for selection of statistical methods to be used based on these distinctions
- Apply descriptive techniques commonly used to summarize public health data.

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- Apply common statistical methods for inference.

- Apply descriptive and inferential methodologies according to the type of study design for answering a particular research question.

- Apply basic informatics techniques with vital statistics and public health records in the description of public health characteristics and in public health research and evaluation.

- Interpret results of statistical analyses found in public health studies.

- Develop written and oral presentations based on statistical analyses for both public health professionals and educated lay audiences.

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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.

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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 and Student Affairs (linnan@email.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.