

## 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 Sr. 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 Academic Coordinator 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 Academic Coordinator (AC) in your home academic department. Missing information may delay the approval of your request.

### Responsibilities of the Academic Coordinator (AC):

1. The AC 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 AC will then forward the application and supporting materials to the appropriate core course instructor.
3. The AC will communicate the core course exemption decision to the student, upon receiving an email from the Sr. 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
3. If not approved, the CCI may suggest that the student complete an exemption exam (if available forward it via email (sph-academicaffairs@unc.edu) to the Sr. Associate Dean for Academic and Student Affairs for a final review.

### Responsibilities of the Sr. Associate Dean for Academic and Student Affairs:

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

### A. PERSONAL INFORMATION

Name of Student: \_\_\_\_\_ PID: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Program (degree/certificate sought): \_\_\_\_\_  
 Your Academic Coordinator's Name: \_\_\_\_\_  
 Academic Coordinator's Email Address: \_\_\_\_\_  
 Have you and your academic coordinator 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

### Academic Coordinator

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)

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### Core Course Instructor

Approved  Disapproved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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### Sr. 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 Academic Coordinator in the student's home department.