

SPHG 711/Analysis Core Course Exemption Application

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 Coordinator.
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 forward it via email (sph-academicaffairs@unc.edu) to the Sr. 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 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: _____	

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B. PREVIOUS COURSE INFORMATION

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. FOUNDATIONAL LEARNING OBJECTIVES AND COMPETENCIES

Describe how you have met each of the following below for the course being exempted by describing how you fulfilled that learning objective/competency, such as the chapter covered in a previous course or specific work experience. If you have not completed one of these through previous course work or work experience, please indicate that as well.

Foundational Public Health Knowledge Learning Objective

- Explain the role of quantitative methods and sciences in describing and assessing a population's health

MPH Foundational Competency

- Analyze quantitative data using biostatistics, informatics, computer-based programming and software, as appropriate

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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:

	<u>Name</u>	<u>E-Mail</u>
<u>SPHG 600</u>	Anissa Vines	avines@email.unc.edu
<u>SPHG 711</u>	Jane Monaco	jmonaco@bios.unc.edu
<u>SPHG 712</u>	Karin Yeatts	Karin_Yeatts@unc.edu

Core Course Instructor

Approved Disapproved

Signature: _____ Date: _____

If approved, please paste in scanned signature and forward application as an attachment to the Assistant Dean of Master's Programs (sph-academicaffairs@unc.edu)

Assistant Dean of Master's Programs & MPH Director of Graduate Studies

Approved Disapproved

Signature: _____ Date: _____

Dana Rice, Assistant Dean of Master's Programs

MPH Director of Graduate Studies

After decision is made, please send the application as an attachment to your Academic Coordinator in the student's home department.