**Core Course Exemption Application**

**The School of 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, HBHE 600 or HPM 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. 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.
4. The course instructor will review the materials, indicate approval or disapproval, sign the form, and forward the form to the Associate Dean for Academic Programs.
5. 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.
6. Upon receipt of the completed form, the SSM will communicate the decision to the student.

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| **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:** | Public Health |
| **Student’s Program (degree or certificate sought):** | MPH/ MCH |
| **Student Services Manager in Student’s Home Dept:** | Carrie Aldrich |
| **Student Services Manager’s Email Address:** | Carrie\_aldrich@unc.edu |

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| **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:** |  |
| **Institution, school, and department where course was taken:** |  |
| **Year and semester when course was taken:** |  |
| **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.** |

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| **C. Information about Relevant Work Experience** |
| **If competencies were or are being met through work experience, please describe your relevant experience, including the name and email address of your supervisor:****(In addition to completing this section, please attach your resume or CV.)** |
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| **D. Core Competencies**  |
| **Refer to list of core competencies for the required UNC-CH core course- available at** [**http://www.sph.unc.edu/student\_affairs/taking\_classes.html**](http://www.sph.unc.edu/student_affairs/taking_classes.html)**. 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*.*** |
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| **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.** |

**For Office Use Only**

**Student Services Manager**

YOUR NAME 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 Don Fox don\_fox@unc.edu

 EPID Victor Schoenbach vjs@unc.edu

 HBHE Shelley Golden sgolden@email.unc.edu

 HPM Deborah Bender dbender@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 Programs (leatt@email.unc.edu).

**Associate Dean for Academic Affairs**

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

Approved [ ]  Disapproved [ ]