Exemption/Substitution Request Form

Students may request an exemption from or a substitution for a required course. All exemptions and substitutions must first be approved with the Program Director or MPH Concentration Leader. Students requesting an exemption or substitution due to alternate coursework must attach an official transcript and course description or syllabus for the course to be substituted, and the substitution must be approved by their Concentration Leader (if MPH) or Program Director (if HCOM or PREP). Please refer to the student handbook or the reverse of this form for a complete description of the exemption policy.

NOTE: Exemption removes only the requirement for a specific course but not the program requirement for total number of credits.

Last Name   First Name  Middle Initial    Student ID#

_____________________________________________________________________________________
Local Telephone Number                                      Email Address
_____________________________________________________________________________________

I have requested an exemption from the following Course/Title:

1. Reason for Exemption (circle one):
   Previous Coursework   Previous Experience   Another course has been identified as an appropriate substitution for the current requirement
_____________________________________________________________________________________

2. Is an Exemption Exam Required? (circle one)   Yes       No          If yes, Examination Date:__________________
   To be completed by the Instructor:  (circle one)  Pass      Fail  
   Instructor’s Signature
_____________________________________________________________________________________

3a. If the Exemption is due to previous coursework that was not used to fulfill requirements for another degree, do you plan to transfer the credits to your PHPD Transcript?  (circle one)    Yes     No  
   **If yes, you must complete Transfer Credit form in order for this course to count towards the PHPD Degree. Student can skip part 3b on this form. (If you do not plan to transfer the credits, please complete step number 3b and indicate what course will be used to make-up the credits for the exempted course.)
_____________________________________________________________________________________

3b. If the Exemption is due to:
   1) Previous coursework that was used to fulfill requirements for another degree (not eligible for transfer credit)
   2) Previous experience
   3) Another course that has been identified as an appropriate substitution for the current requirement

Please indicate the course that will be used to make-up the credits for the exempted credits.

Course Number and Title: __________________________________________
_____________________________________________________________________________________

Student signature        Date
______________________________________________________________________________
EXEMPTION/SUBSTITUTION APPROVED ______      EXEMPTION/SUBSTITUTION NOT APPROVED ______

Program Director’s Signature / Concentration Leader’s Signature      Date
______________________________________________________________________________

Copies to: Registrar, Faculty Advisor, Student
3/2008
Students may submit an Exemption/Substitution Request Form and accompanying documentation to the Program Director or the MPH concentration leader responsible for the course content to be considered for exemption from or substitution for a required course.

An exemption is defined as the release of a student from having to take a required course without credit being awarded. The student must then make up the credits by taking any elective course. A substitution is when a specific course is used to replace a required course and credit is awarded for the alternate coursework. Most often this will occur with a transferred course taken at another institution.

The Program Director or MPH concentration leader may require the student to take an exemption examination in the course area. Students exempted from a course requirement will be required to take an elective course in its place. The elective course must be approved by the Program Director, must be equal to the number of credits awarded for the exempted course, and must be offered by the institution granting the exemption (i.e. TUSM or Emerson). Students seeking an exemption or a substitution for a Core course must take an exemption exam. Students may take an exemption examination only once.

Exemption examinations are administered by the instructor for the course in question. The instructor administering the exemption examination will record the grade on the Exemption/Substitution Request Form and submit it to the student’s Program Director or MPH concentration leader. Once the provisions of the program specific exemption policies have been met, and the Program Director or MPH concentration leader has reviewed the exemption request, he/she will forward the completed Exemption/Substitution Request Form to the Registrar’s Office. If the exemption request is granted, the Registrar will record the exemption on the student’s record and notify the student.

The situations under which an exemption or substitution may be granted are as follows:

1) **Exemption due to previous experience**

   Students with prior life experience that s/he believes to be equivalent to material covered in a required course may request an exemption from that course from their Program Director or MPH concentration leader. The student may be required to take an exemption exam at the Program Director/concentration leader’s discretion. If the exemption is approved the student will still need to take an elective course to make up the credits of the exempted course.

2) **Exemption due to previous coursework**

   If a student has taken a course that s/he believes to have covered material equivalent to that of a required course but the previous course was used to fulfill the requirements of another degree the student may not transfer the course into their PHPD program but they may be eligible for an exemption. The student must provide the Program Director or MPH concentration leader with an official transcript and a course description or syllabus for the course to be substituted and the Program Director/concentration leader may require that the student take an exemption exam. If the exemption is approved the student will still need to take an elective course to make up the credits of the exempted course.

3) **Substitution due to previous coursework**

   If a student has taken a course that s/he believes to have covered material equivalent to that of a required course and the previous course was not used to fulfill the requirements of another degree the student may be eligible to substitute the previous course for the PHPD course. As above, the student must provide the Program Director or MPH concentration leader with an official transcript and a course description or syllabus for the course to be substituted and the Program Director/concentration leader may require that the student take an exemption exam. If the substitution is approved the student must submit a Transfer Credit Request Form along with the Exemption/Substitution Request Form. The substitution and the transferred credits will be noted on the student’s transcript.

4) **Substitution due to present/future coursework**

   If a student identifies a course that s/he wishes to take and that they believe covers material equivalent to a required course, the student may request a course substitution from the Program Director or MPH concentration leader. The student must provide the Program Director or MPH concentration leader with a course description or syllabus for the course to be substituted. If the substitution is approved the student must provide documentation of successful completion of the course when the course has concluded and a Transfer Credit Request Form if applicable. The substitution and appropriate credits will be noted on the student’s transcript.