

Tufts University School of Medicine Public Health & Professional Degree Programs

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.