

**Tufts University School of Medicine
Public Health & Professional Degree Programs**

Exemption/Substitution Request Form

Please consult the reverse page or student handbook for important policies governing this request.

Name

Student ID#

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

1. Reason for Exemption (check one):

Previous Course Work Previous Experience Another course has been identified as an appropriate substitution for the current requirement

2. All C 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

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. In order to seek an exemption for an MPH core course the student must have completed the course with a B (3.0) or better at an CEPH accredited graduate school or program in public health prior to matriculation. Official transcripts documenting the final grade(s) must be sent to the Office of the Registrar. 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 and receive credit for that prior coursework. 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. In order to seek an exemption for an MPH core course the student must have completed the course with a B (3.0) or better at an CEPH accredited graduate school or program in public health prior to matriculation. 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.

Copies to: Registrar, Faculty Advisor, Student