



# School of Public Health

## Request for Waiver or Substitution of a Public Health Core Requirement

Name: \_\_\_\_\_ UID: \_\_\_\_\_

E-mail: \_\_\_\_\_ Program of Study: \_\_\_\_\_

Request for Waiver or Substitution?  Waiver  Substitution Date of Request: \_\_\_\_\_

Prefix and Number of Core Course: \_\_\_\_\_ Core Course Title: \_\_\_\_\_

**GUIDELINES AND IMPORTANT CONSIDERATIONS:**

A minimum base of knowledge and skills in each of the five public health core disciplines (biostatistics, environmental health sciences, epidemiology, health administration, and social and behavioral sciences) is required by CEPH for all MPH and MHA students. This knowledge is typically acquired through completion of the public health core curriculum. In the exceptional case, the student may be proficient in the requirement if there is ample evidence of prior mastery of the competency(ies) from a previous educational program or experience.

**Waivers:** On the rare occasion that a MPH or MHA student has advanced education in one of these core public health disciplines, a core requirement may be waived if the student has mastered all of the competencies related to the particular public health core course. Mastery of the competencies must be documented in the student file via completion of the “*Request for Waiver or Substitution of a Public Health Core Requirement*” form, including signatures of the student’s academic advisor, the faculty member who teaches the public health core course for which the waiver is requested, and the Director of Graduate Studies from the student’s department.

**Substitutions:** Occasionally an MPH or MHA student will have mastered some, but not all, of the competencies in a particular public health core course prior to admission. In such a case, an advanced course can be take in order to master the remaining competency(ies). Mastery of the competencies must be documented in the student file via completion of the “*Request for Waiver or Substitution of a Public Health Core Requirement*” form, including signatures of the student’s academic advisor, the faculty member who teaches the public health core course for which the waiver is requested, and the Director of Graduate Studies from the student’s department.

**Required Documentation:** Students requesting course waivers or substitutions must provide relevant documentation to support the request. Depending on the nature of the request, documentation may include (but is not limited to) transcripts, course syllabi, job descriptions, and letters of support from faculty or employers. Students should provide as much relevant documentation as possible to facilitate faculty review and expedite the processing of the request.

**FOR ALL WAIVER OR SUBSTITUTION REQUESTS:** List the public health core competencies that the student has mastered in the public health core course for which the waiver or substitution is requested, along with the specific course(s) and/or experience(s) responsible for the mastery.

Competency	How has the competency been met?

**FOR SUBSTITUTION REQUESTS ONLY:**

**Prefix and Number of Substitute Course:** \_\_\_\_\_ **Substitute Course Title:** \_\_\_\_\_  
**Faculty/Instructor Name:** \_\_\_\_\_

List the competencies in the public health core course for which the substitution is requested that will be addressed via the substituted course, along with how mastery of those competencies will be achieved in the substituted course.

Competency	How will the student master the competency?

**APPROVALS:**

Approved Denied\* Pending\*

\_\_\_\_\_  
*Advisor Signature* *Date*

**\*Notes:** \_\_\_\_\_  
\_\_\_\_\_

Approved Denied\* Pending\*

\_\_\_\_\_  
*Faculty (teaching the Public Health Core Course) Signature* *Date*

**\*Notes:** \_\_\_\_\_  
\_\_\_\_\_

Approved Denied\* Pending\*

\_\_\_\_\_  
*Departmental Graduate Studies Director Signature* *Date*

**\*Notes:** \_\_\_\_\_  
\_\_\_\_\_

- Copy to:
- (1) Student's File (with documentation)
  - (2) Student
  - (3) Advisor