

**University of Washington School of Public Health
Course Waiver Policy, Process, and Procedure
for Courses Covering CEPH Competencies**

FREQUENTLY ASKED QUESTIONS

Q. Is the policy applicable to all courses provided by the School of Public Health?

A. No. This waiver policy, and all supplemental materials (process/procedure and form), are only applicable to a course that includes required CEPH competencies. In total, only 25% of all School of Public Health courses are affected by this policy. For the remaining 75%, departments and programs should continue using their current course waiver processes.

Q. Why do we have to ensure CEPH competencies are met by School of Public Health students?

A. CEPH has a defined set of criteria for accreditation, which can be found on their [web site](#). All accredited schools and programs are required to ensure they meet all elements of the stated criteria to remain accredited. Schools risk losing accreditation by not ensuring students are taught and assessed in each of its stated competencies. When a student passes one of our courses that includes CEPH competencies, it demonstrates to CEPH that we provided those competencies to that student.

For CEPH's 12 Foundational Knowledge Competencies:

- ◆ The school or program where the competencies were previously received via prior course work must be accredited by CEPH. If not, the student cannot receive a waiver for a course that includes these CEPH competencies.
- ◆ If a student received a prior CEPH-accredited degree (e.g., bachelor's, master's, doctoral), they can receive a waiver for courses that contain these competencies. This is dependent on the department/program personnel determining that the student would not need to take said course(s) for any other curriculum requirements from the department/program.
- ◆ For all other competencies, CEPH recommends, but does not require, that the school/program be accredited through them.

Q. What do we do if the student cannot obtain a copy of the syllabus from the course in which they believe they have received one or more CEPH competencies?

A. Part of the requirements for accreditation with CEPH is that all schools and programs must have syllabi on file. If the student is unable to reach the instructor of the prior course or the school/program office, they should contact Kimberly Hay in the Office of the Dean who will assist by reaching out to the relevant school or program.

Q. What if the course includes multiple competencies but the student can provide documentation for only one (or fewer than the number provided in our course)?

A. If the student has not received all the competencies provided in our School's course, then they need to take the course. It cannot be waived unless all competencies can be verified.

Q. Why hasn't this policy been approved by the SPH Curriculum and Education Policy Committee (CEPC)?

A. The proposal to pilot was presented to CEPC. The Office of the Dean is piloting this policy, process/procedure, and form. The pilot began in spring quarter 2023 and will continue until such time that the policy is piloted several times through to the acknowledgement of the Associate Dean for Education, Liz Kirk. So far, we have mostly received questions from faculty, staff, and students but once the parties realized a waiver was not viable due to CEPH requirements, the process was halted. To date, fewer than ten requests have come through to the Office of the Dean since the pilot began. We would like to continue the pilot for a while longer and continue to receive input from across the School on improvements that can be made before requesting approval to finalize this as a new School-wide policy. The requirement from CEPH, however, does not change. If this particular draft policy (or a version thereof) is not approved, the School will still need to determine a way of meeting the criteria and documenting it to be provided in our next self-study (preparations for which have already begun).

Q. Would the Associate Dean for Education ever deny something that was approved by all other prior parties? Is the Office of the Dean taking over the course waiver process for the School?

A. Upon reviewing and acknowledging the documentation provided, it is theoretically possible that the Associate Dean for Education may suggest denying a waiver, however, it is highly unlikely. The approvals still begin with the applicable unit and include instructor, advisor, and program director signatures prior to being submitted to the Office of the Dean. If all other parties reviewed the documentation and verified that all of the CEPH competencies in question have in fact been provided to this student, there would be no reason for the Associate Dean for Education to make this suggestion. It is important to note though that the prior parties need to confirm all applicable competencies were achieved, not even one can be missing.

No one is taking away or usurping any policies or processes that departments and programs currently follow. The only thing that is a slight change for courses that include CEPH competencies is to add one additional acknowledgement and to provide the documentation to the Office of the Dean. The Office of the Dean is providing the School with the structure and documentation to ensure we are in compliance with our accreditor.

Q. Where is the documentation being stored?

A. Students can access all necessary SPH documentation (policy, process, form, student degree checklist) on the SPH web site via the [Student Resources/SPH Course Waivers](#) page. Staff who are uploading a student's documentation for review have access to the Office of the Dean [MS Teams](#)¹ site as noted in the process/procedure document.

Please reach out to us with any questions or concerns.

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¹ Access strictly and purposely limited to comply with FERPA.