

University of Washington School of Public Health Course Waiver Policy for Courses Covering CEPH Competencies

This School-wide policy is specific only to courses that include required competencies by the School of Public Health (SPH) accreditor, the Council on Education for Public Health ([CEPH](#)). A list of those courses is provided per SPH degree, and is available to faculty, staff, and students on the [Student Resources](#) web page.

To facilitate rapid and rich progress through the programs of study administered by the SPH, the department or program, in collaboration with the associate dean for education, will consider petitions for waiving required coursework as described by the guidelines given below.

The overarching principles of this policy are that:

1. Students have acquired the CEPH competencies required for their degree, as specified in CEPH's [criteria documentation](#), through prior comparable work at UW and/or other institutions which are included in the course to be waived.
2. Students will pursue a different course of similar relevancy and level of their degree program to the waived course. Therefore, a waived course will not decrease the number of credits required by the program. The alternate course must also be approved by their appropriate program representative.
3. By waiving the CEPH-related course, the student's progress toward completion of their degree will not be delayed.
4. Students are responsible for gathering all necessary materials required for submitting the course waiver form, and for submitting the form on time to the appropriate student services staff member in the department or program. That individual is then responsible for forwarding the request to the Office of the Dean, once approved within the department or program. (See the SPH Course Waiver Process and Procedure for Courses Covering CEPH Competencies for further details).
5. Any decision to grant the petition for a waiver will be formally documented by the student's instructor for the course they are requesting to waive, their Academic Advisor, and the appropriate Degree Program Office. The Associate Dean for Education in the Office of the Dean will also review the information when it's submitted to the Office of the Dean. Documentation should be submitted three weeks before the quarter the student would normally take the waived course.
6. 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.

7. This policy does not interfere with department or program curriculum decisions. The department/program has pre-determined which courses will include required CEPH competencies; this policy is in place to ensure compliance with CEPH criteria that their competencies have been attained by each SPH student.

Please note: Courses in the School of Public Health are structured to prepare students for future public health work by utilizing instructional material to help students meet the competencies outlined by CEPH. Due to the nature of how courses covering CEPH competencies are structured, showing prior mastery of these skills from other courses is not always possible. Therefore, some courses are not eligible to be granted a course waiver. Also, some SPH programs may not allow waivers of any required courses. Determination of waiver eligibility is made by the parties identified under item 5 as noted above.

Please reach out to us with any questions or concerns.

- Liz Kirk, Associate Dean for Education, sphade@uw.edu
- Kimberly Hay, Manager of Strategic Initiatives, sphceph@uw.edu

File last updated: October 28, 2024