

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

This document is specific to courses that include competencies required by the SPH accreditor, the Council on Education for Public Health ([CEPH](#)).

To determine if a course a student is interested in waiving contains any CEPH competencies, they should consult their degree program's Course Waiver Student Checklist on the Student Resources web page for [SPH Course Waivers](#). If the course is noted, they must follow the below process.

▪ **Materials Gathering**

- ♦ Students interested in exploring a course waiver's feasibility must obtain a copy of the syllabus of the UW SPH course they wish to waive.
- ♦ Students must also provide syllabi for any previously completed courses that document the required CEPH competencies. Note that each syllabus must include the competency language as required by CEPH.
- ♦ Please note 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.
- ♦ Students must also obtain an unofficial transcript from the school or program in which the previously taken courses or degrees were completed.
- ♦ Students need to include a copy of the above-mentioned Course Waiver Student Checklist applicable to their degree.

▪ **Academic Advising**

- ♦ Students must discuss the waiver request with their academic advisor and adhere to the UW SPH Course Waiver Policy for Courses Covering CEPH Competencies. This discussion needs to also include the course substitution as documented in the noted Policy.
- ♦ Students must check in with student services staff in their department or program to obtain the appropriate waiver request form.

▪ **Request Submission**

- ♦ Requests should be submitted at least three (3) weeks prior to the first day of the quarter for which the waiver is desired. Requests received after this deadline are considered on a case-by-case basis.
- ♦ Students complete the waiver form and submit, along with the syllabi, transcript, and checklist (as noted above), to their student services staff member.

- **Approval Decision**

- ♦ The student services staff member will:
 - Create an [MS Teams folder](#) for this student and add the student's materials to this location*
 - Once all necessary materials are received, the staff member will then forward the request, with a link to the folder, to the appropriate parties for approval and acknowledgement, in the order listed below:
 1. Instructor(s) of the SPH course being requested to waive
 2. Academic Advisor
 3. Degree Program Director (or the MPH Common Core Director, if applicable)
 4. Associate Dean for Education in the Office of the Dean (this position acknowledges receipt on behalf of the Office of the Dean)
- ♦ For all personnel noted above, each signatory is expected to conduct a review of the documents. By signing the student's form, you confirm that the student has obtained each applicable CEPH competency through prior coursework/degree received.
- ♦ Once the last approval/acknowledgement is received, the student services staff person will relay the decision to the student.
- ♦ All decisions and acknowledgements will be completed within ten (10) business days of waiver request form, syllabi, transcript, and checklist submission.

- **Additional Information**

- ♦ Undergraduate coursework will not be considered as substitution for graduate-level coursework. The one caveat to this is if a student received a prior CEPH-accredited bachelor's degree, they can receive a waiver for courses that contain the 12 foundational knowledge 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.
 - If the course waiver is rejected, the student must take the originally required course.
 - No course may be used more than once as a waiver justification.

***MS Teams information**

1. From the main MS Teams Office of the Dean [CEPH Course Waivers](#) folder, open the applicable department or program folder
2. Open the applicable academic year folder
3. Create a folder for the student requesting a waiver, with a naming convention: "LastFirst_QTRYR" (e.g., "GreeleyKatrina_SPR24")
 - ♦ Don't forget to provide access to this folder to all appropriate parties (instructors, advisors, etc.)
4. Add required documentation to this folder:
 - ♦ request form completed by the student
 - ♦ the syllabi for all applicable courses
 - ♦ the unofficial transcript for the completed courses
 - ♦ the specific degree checklist
 - ♦ Ensure file names have a consistent naming convention: "FileType_StudentLastName_QTRYR" (e.g., "RequestForm_Greeley_SPR24")

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