

# Rollins School of Public Health

## COURSE PETITION

### Course Waiver and Transfer Credit

A **course waiver petition** seeks to replace a required RSPH core course with a graduate course taken at a different school within Emory University or at another university. Students are still required to take a minimum of 42 or 48 credits hours required for graduation (for the MPH and MSPH degree respectively).

A **transfer of credit petition** seeks to transfer graduate course credit from a different school within Emory University or from another university. Transfer credit must not have been previously used toward another degree or certificate. This credit will count toward the minimum of 42 or 48 credit hours required for graduation; however, transfer credit does not impact the tuition structure.

For both waiver and transfer of credit petitions, the department that owns the course upon which the petition is based makes the final determination in response to the petition.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Department

I petition for the course \_\_\_\_\_ to be considered for:  
(list title, number and credit hours of the course upon which the petition is based)

Waiver of

\_\_\_\_\_  
(list title, number and credit hours of RSPH course to be waived)

Transfer credit toward

\_\_\_\_\_  
(list title, number and credit hours of RSPH course to be replaced by transfer credit)

**\*Note: Per the Council on Education for Public Health (CEPH) accreditation guidelines, the course upon which the petition is based that would impact enrollment in RSPH Core Courses or Concentration Core Courses MUST be a graduate-level course completed at a CEPH-accredited school or program. No exceptions can be granted.**

The following questions pertain to the course upon which the petition is based:

The course was completed at a CEPH-accredited school or program (check <a href="#">here</a> if unsure). (Name of school/program: _____)	Yes	No
This is a graduate-level course.	Yes	No
The course was taken in the past 3 years.	Yes	No
I received a grade of "B" or higher in this course.	Yes	No
The course credit was <u>not</u> used toward another degree or certificate (if transfer of credit is requested)	Yes	No

Submit the following documentation with this **Course Petition** to your ADAP:

1. **Transcript** showing the grade for the course upon which the petition is based.
2. **Syllabus** for the course upon which the petition is based.
3. **Assessment Mapping:** for Wavier/Transfer credit petitions seeking to replace a *RSPH Core Course* or a *Concentration Core Course*, you MUST document successful achievement of ALL foundational learning objectives AND/OR competencies associated with the RSPH course you seek to replace.

For core course-specific assessment mapping forms check links below:

[BIOS 500](#) | [BSHE 500](#) | [EH 500](#) | [EPI 504](#) | [EPI 530](#) | [GH 500](#) | [HPM 500](#)

For petitions seeking to replace an elective course in your concentration, check your department guidelines for Assessment Mapping requirements.

## Course Substitution

A course substitution petition seeks to replace a required core course with another course taken at the RSPH. Course substitutions can be either within the same department or between different departments at the RSPH. The department that owns the course upon which the petition is based makes the final determination in response to the petition.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Department

I petition for the RSPH course \_\_\_\_\_ to be considered in  
(list course title, number and credit hours of the course upon which petition is based)

substitution for the following RSPH course: \_\_\_\_\_  
(list course title, number and credit hours of the RSPH course to be substituted)

Submit the following documentation with this **Course Petition**:

1. **Transcript** showing the grade for the course upon which the petition is based (if you've already taken the course).
2. **Syllabus** for the course upon which the petition is based.
3. **Assessment Mapping**: for Substitution petitions seeking to replace a *RSPH Core Course* or a *Concentration Core Course*, you **MUST** document that ALL foundational learning objectives AND/OR competencies associated with the RSPH course you seek to substitute are equivalent to those addressed in the required course. Course-specific Assessment Mapping forms are available [here](#). For petitions seeking to substitute an elective course in your concentration, check your department guidelines for Assessment Mapping requirements.

**Petition Decision:**     **Approved**             **Denied**

\_\_\_\_\_  
MPH/MSPH Program Director or Office of Academic Affairs

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

With department approval, an email may be attached in lieu of electronic or physical signatures.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_