Division of Health Promotion and Behavioral Sciences
Waiver of a Required HP/BS Course

All students who major or minor in a Health Promotion and Behavioral Sciences (HP/BS) discipline are expected to meet the course requirements and competencies for their major or minor HP/BS degree program. Students may request a course waiver if they have previously completed course(s) that they believe substitute for a required course, or if they have acquired work experience that they believe should provide an exemption from a required course. Students who wish to request an exemption should discuss this possibility with their academic advisor.

If the student has previously completed course(s) that they believe substitute for a required HP/BS course, the student must be able to provide satisfactory documentation that demonstrates the comparability of previously completed course(s), the successful completion of those course(s), and fulfillment of the learning objectives for the HP/BS course they want to waive.

If the student has acquired work experience that they believe should provide exemption from a required HP/BS course, the student must provide documentation of the work experience and demonstrate the comparability of the work experience to the learning objectives of the HP/BS course they want to waive.

Both the academic advisor and instructor(s) for the HP/BS course must approve of the exemption before the signed waiver form is submitted to Academic Affairs and Student Services for retention in the student’s records. Please note that a successful exemption does not confer credit hours. Other courses will need to be taken to fulfill credit hour requirements.

Documentation provided to the course instructor(s) and academic advisor in support of the waiver (at least one must be checked):

☐ Transcripts documenting relevant course grade(s)
☐ Syllabus of the completed course(s)
☐ Learning objectives of the completed course(s)
☐ Documentation of relevant work experience
☐ Other (e.g., work or course products):

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Student’s name (please print): ____________________________________________________________

Student’s degree program (check one): [ ] MPH  [ ] MS  [ ] PhD  [ ] DrPH

Student’s Major Program (please print): ____________________________________________________

Student’s Minor Program (please print): ____________________________________________________

Academic Advisor (please print): _________________________________________________________

Course (Title and Number) to be waived: ___________________________________________________

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Academic Advisor Signature __________________________________________________________________________ Date ____________

Course Instructor Signature for Waived Course __________________________________________________________________________ Date ____________