

Rollins School of Public Health

CERTIFICATE WAIVER/SUBSTITUTION FORM

This form is to request a course substitution or course waiver for a RSPH certificate. A course substitution petition seeks to replace a required course and/or an approved certificate elective with another course taken at RSPH.

Substitution Requests:

- a. A student may not seek a substitution for a required course they have failed.
- b. The coursework proposed must not be a required course for the MPH/MSPH degree with the exception of electives.

Waiver Requests:

- a. When a course is waived, additional hours must be taken to reach the required total hours for the certificate the courses must be approved by the certificate administration.

PART A: STUDENT INFORMATION

Student Name:

Student ID:

Department:

Expected Graduation Term/Year:

Degree Plan: MPH MSPH

Sub-plan (concentration):

PART B: COURSE REQUEST

Substitution

Waiver

Course to be Waived or
Substituted:

Course Dept & Number

Course Title

Credit Hours

which is required for the:

Course(s) to be used in place of substitution or waiver:

Course Dept & Number

Course Title

Credit Hours

Course Dept & Number

Course Title

Credit Hours

RATIONALE FOR REQUEST:

In this section you will provide a rationale for requesting a course substitution or waiver.

PART D: ASSESSMENT

I confirm the proposed course for substitution is not a required course for my current academic plan (with the exception of electives).

OR

I confirm the proposed course for additional credit hours, if a course waiver is approved, is not a required course for my current academic plan (with the exception of electives).

Student Signature:

Date:

PART E: CERTIFICATE ADMINISTRATION APPROVAL

Approved

Denied course substitution/waiver Rationale:

Certificate Director Name:

Certificate Director Signature:

Date:

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Once signed by the student and Certificate Director, the **Certificate Administrator** will submit this form to Enrollment Services at rsphenrollmentservices@emory.edu.