

FOUNDATION COURSE EXEMPTION STUDENT CHECKLIST

Please submit all of the documents listed below. Students may use more than one course as their basis for an exemption. For example, student “A” may decide to submit coursework from two previously taken Human Behavior courses as the exemption from SoWo 505, Human Development in Context: Infancy to Adolescence. In that case, the student would submit documents 1-5, with a checklist for *each* previously taken course and *one* transcript and *one* narrative statement.

- _____ 1. Foundation Course Exemption Form
- _____ 2. Course Syllabi
- _____ 3. Course objectives and description
- _____ 4. Reading list
- _____ 5. Course assignments
- _____ 6. At least one example of work done for the course such as a paper or exam
- _____ 7. Transcript with pertinent courses and grades highlighted or circled
- _____ 8. Narrative relating proposed course or courses to the School of Social Work Foundation Curriculum Outcomes Objectives. Explain how the proposed course(s) meet each individual course objective for the foundation course that is requested for exemption
- _____ 9. Foundation Course Exemption Student Checklist

Please initial by each number indicating that the document has been enclosed ***and return this checklist with your materials to Beth Sauer, 325 Pittsboro Street, CB# 3550, Chapel Hill, NC 27599-3550.***

Student Signature and date

THIS CHECKLIST MUST BE SUBMITTED. EXEMPTION REQUESTS THAT DO NOT INCLUDE THIS CHECKLIST WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE REVIEWED.