A student may be granted an exemption from a required course if the student can demonstrate evidence of mastery of the course subject.

**HOW IS AN EXEMPTION GRADED?**

Students will be assigned a grade of EX. The EX grade(s) are not calculated in the students GPA (If applicable).

**HOW DO I APPLY FOR AN EXEMPTION?**

1. Register in the course(s) you are applying to be exempted from. This way if your application for exemption is not granted you will be properly registered in your required courses. Attend all classes until an exemption has been granted.
2. Complete the Application for Course Exemption Form. Note that the deadline for exemption applications is 10 working days from the start of the semester.
3. Attach all appropriate supporting documentation (e.g. transcript, course syllabus) that will assist in the evaluation of your application.
4. Submit the completed, signed form and its supporting documentation to the course director for review.
5. Submit signed form to the Office of the Registrar. The appropriate program/coordinator will evaluate your application. If your application for exemption is approved, your registration in the course(s) will be changed to reflect an exemption.

**Application for Course Exemption**

The deadline for exemption applications is 10 working days after the start of the course.

| Last Name: __________________________ | First Name: __________________________ |
| Life Number ______________________ | Program: ____________________________ |

<table>
<thead>
<tr>
<th>Course Number &amp; Title:</th>
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**Basis for Exemption:**

- ☐ Course(s) previously taken:

| Institution: __________________________ | Dates of Attendance: __________________ |
| ☐ Other: (please explain) |

Student’s Signature: __________________________ Date: ____________

**WHAT IS AN EXEMPTION?**

A student may be granted an exemption from a required course if the student can demonstrate evidence of mastery of the course subject.

**For Office Use Only:**

- □ Approved
- □ Not approved

Course Director: __________________________ Signature: __________________________ Date: ____________

REV 08/10