



Exemption/Transfer Credit Request Form

SECTION A STUDENT INFORMATION

NAME _____ DATE _____
 ADDRESS _____ STUDENT NUMBER _____
 _____ TELEPHONE HOME _____
 _____ BUSINESS _____
 PROGRAM _____

SECTION B COURSES FOR WHICH EXEMPTION/CHALLENGE IS BEING REQUESTED

COURSE #	COURSE TITLE	UNIT/SECTION (IF APPLICABLE)	OFFICE USE ONLY		
			EXEMPTION APPROVED	CHALLENGE APPROVED	NOT APPROVED
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION C PRIOR FORMAL EDUCATION OR EXPERIENCE IN SUPPORT OF EXEMPTION

FORMAL EDUCATION: OFFICIAL TRANSCRIPTS MUST BE ATTACHED IF NOT ALLREADY SUBMITTED WHEN APPLYING

INSTITUTION	COURSE TITLE	GRADE	DATE COMPLETED

EXPERIENCE: DESCRIBE RELEVANT EXPERIENCE IN SUPPORT OF EXEMPTION/CHALLENGE

INSTITUTION	TECHNIQUE PERFORMED/POSITION HELD	DATES

I CERTIFY THAT THE INFORMATION GIVEN ON THIS APPLICATION IS TRUE AND COMPLETE.
 I UNDERSTAND THAT FALSE INFORMATION MAY INVALIDATE MY APPLICATION

NUMBER OF EXEMPTION/CHALLENGES REQUESTED _____

DATE _____ APPLICANT'S SIGNATURE _____



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APPLICATION INSTRUCTIONS

Applications must be received within ten days of the start of the semester.

All relevant sections of the application form must be completed.

Supporting documentation must be submitted with the application.

You will be required to submit one or more of the following:

- Official transcripts of relevant marks
- Comparative Education Service equivalency (for foreign degrees)
- Course description and outline
- Course objectives

Please see your Student Handbook for the policy on exemption for full details.

CRITERIA FOR ACCEPTABLE CHALLENGE

A student may challenge a course only once.

A student is responsible for the content of any exempted course material that may appear in further examinations.

A student whose challenge is denied or who fails the challenge examination must register in the course.