



Continuing Education Application for Course Exemption

What Is an Exemption?

You may be exempted from a specific course (for the purpose of meeting a certificate/diploma or prerequisite requirement) if you have completed an equivalent course at another accredited post-secondary educational institution.

How Do I Apply for an Exemption?

To apply for a course exemption, follow these steps:

1. Ensure that the course for which you wish to get credit meets the requirements of the program/department. Requirements vary according to the program/department. Please check with your co-ordinator for the exact requirements for your program/department.
 2. **You must apply for a course exemption in writing.** Complete this Application for Course Exemption, or provide the required information via letter/e-mail. Attach a copy of the transcript and/or grade report for the equivalent course you have taken.
 3. Attach a copy of the transcript and/or grade report for the equivalent course you have taken.
 4. Attach a copy of the course outline for the equivalent course. (Course outlines include details about course content, course outcomes and credit hours.)
 5. Submit this application (with supporting documents) to the department responsible for your program. Contact information is listed on the reverse side of this application form.
- If you provide this form by mail, you must indicate the department on the envelope.**

Note: Course exemptions can take from four to six weeks to process.

How Is an Exemption Graded?

If your exemption is granted, your grade in the exempted course will be EX, which will not be calculated in any GPA.

Please print clearly.

Student ID Number _____ Date of Birth (for example, 01/JAN/2009) _____

Last Name _____

First Name _____ Middle Name _____

Number/Street _____ Apartment _____

City _____ Postal Code _____

Province or Country _____

Business Phone (include area code) _____ Ext. _____ Home Phone (include area code) _____

Please provide both phone numbers so we can contact you if necessary.

_____ **Please print clearly and use an e-mail address you check frequently.**
E-mail Address

Please provide details about the course you wish to be exempted from and the equivalent course.

CRN (Course Reference Number) _____ George Brown College Course Code _____ George Brown College Course Name _____

George Brown College Certificate/Diploma Name (if relevant) _____

Equivalent Course Name _____ Institution Name _____ Year Completed _____ Final Grade _____

Signature _____ Date _____

Do not complete (for internal use only).

Exemption Granted Exemption Denied

Comments:

Authorized Signature _____ Date _____