



# 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.
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. **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 \_\_\_\_\_