



GEORGE BROWN COLLEGE APPLICATION FOR COURSE EXEMPTION FORM

The deadline for exemption applications is the 10th working day from the start of the semester.

STUDENT: COMPLETE ALL INFORMATION REQUIRED BELOW. Each course requires a separate application.

Student I.D.#: _____	
Last Name: _____	First Name: _____
Student's Phone Number: _____	Student's E-Mail: _____
Program Title: _____	Program Code: _____ Semester: _____
Student's Signature: _____	Date: _____

Exemption Application GBC Course Title: _____ Term: Fall Winter Spring

Course Code: _____ CRN#: _____

The following is in support of this application:

Previous (source) Academic Institution: _____

Course(s) taken: _____ Course Code: _____ Year: _____ Final Grade: _____

FOR OFFICE USE ONLY – Forward to Transfer Credit Office after Decision

Faculty Decision: <input type="checkbox"/> Granted (create Rule) <input type="checkbox"/> Granted (this student only) <input type="checkbox"/> Denied <input type="checkbox"/> Exemption Entered
Comments: _____
Authorization Signature: _____ Date: _____

WHAT IS AN EXEMPTION?

A student may be granted an exemption from a prescribed George Brown College course if the student can show that he/she has successfully completed an equivalent course **at another academic institution**.

HOW IS AN EXEMPTION GRADED?

Students will be assigned a grade of EX for exempted courses. The EX grade(s) will not be calculated in the Grade Point Average (G.P.A) but will be used in your CAPP Credential Audit (where eligible).

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 the 10th working day from the start of the semester.
3. Ensure that you have signed the exemption application. **Each course requires a separate application.**
4. Attach all appropriate supporting documentation that will assist in the evaluation of your application. This would include a copy of a transcript showing the mark(s) obtained for the course(s) you are applying to be exempted from, as well as a course description and outline. You can also visit <http://www.georgebrown.ca/transferguide> to read more.
5. Ensure you complete and sign this form and have its supporting documentation. Contact your Academic Department on submission procedures. Locations are listed on the reverse side of this application form.
Note: Exemptions from Communication Courses (i.e. College English) should be directed to the General Education and Access department.
6. The appropriate program/coordinator/course instructor will evaluate your application. If your application for exemption has been approved the academic division will change your status in the course(s) to reflect an exemption (to an EX). Academic divisions are required to have all exemption applications evaluated by the end of the third week of classes. Any concerns you may have should be directed to your academic division.
7. Check your timetable on STU-VIEW to determine if an exemption has been granted. You will see messaging on the bottom of the timetable.
8. For exemptions from General Elective Courses please log into STU-VIEW and check your Unofficial Academic Transcript to determine if an exemption has been granted. Allow for 24 hours to elapse from the time the exemption is granted.
9. You may also check STU-VIEW to see if your request for a course exemption has been denied. Click on the link to "View Denied Exemption Requests".

NOTE TO STUDENTS:

Students on average can have two exemptions in any one term before dropping to part-time status, thereby affecting tuition fees, and OSAP eligibility.

Locations and Contacts Information for the Academic Departments

<p>Centre for Community Services & Early Childhood- St. James Campus School of Social and Community Services School of Deaf and Deafblind Studies 200 King Street East - Room 443F Tel. No. 416 415-5000 ext. 2185 Fax. No. 416 415-2646 School of Early Childhood The Sally Horsfall-Eaton Centre for Studies in Community Health at Ryerson Campus 99 Gerrard Street East - Room 597 Tel. No. 416 415-5000 ext. 2310 Fax. No. 416 415-2565</p>	<p>Centre for Arts and Design -Casa Loma Campus (Fashion, Jewellery and Performing Arts) School of Fashion Studies 160 Kendal Avenue - Room C442 Tel. No. 416 415-5000 ext. 4840 Fax. No. 416 415-4073 School of Performing Arts Dance –Casa Loma Campus 160 Kendal Avenue – Room C126A Theatre- St James Campus 55 Mill Street – Building 49 – Room 200 Tel. No. 416 415-5000 ext. 2167 Fax. No. 416 415-2537 School of Design – St James Campus 230 Richmond Street East – Room 116C Tel. No. 416 415-5000 ext. 2137 Fax. No. 416 415-2807</p>
<p>Centre for Health Sciences- Waterfront Campus School Dental Health School of Health and Wellness School of Health Sciences Management 51 Dockside Drive – Room 702 Tel. No. 416 415-5000 ext. 4543 Fax. No. 416 415-4794 School of Nursing - Waterfront Campus 51 Dockside Drive – Room 702 Tel. No. 416 415-5000 ext. 2367 Fax. No. 416 415-2938</p>	<p>Centre for Construction and Engineering Technologies- Casa Loma Campus School of Architectural Studies & Angelo Del Zotto School of Construction Management 146 Kendal Avenue - Room E228 Tel. No. 416 415-5000 ext. 4398 Fax. No. 416 415-4515 School of Computer Technology & School of Engineering Technologies 160 Kendal Avenue – Room C430 Tel. No. 416 415-5000 ext. 4287 Fax No. 416 415-4024 School of Apprenticeship/Trades 160 Kendal Avenue - Room E311 Tel. No. 416 415-5000 ext. 6177 or 4023 Fax No. 416 415-4741</p>
<p>Centre for Business- St James Campus School of Accounting & Finance School of Human Resources School of Management School of Marketing 200 King Street East - Room 313A Tel. No. 416 415-5000 ext. 2160 Fax. No. 416 415-2094 Email: business@georgebrown.ca</p>	<p>Centre for Preparatory and Liberal Studies General Education and Access School of Work and College Preparation (Access Programs) - St. James Campus 200 King Street East - Room 524A Tel. No. 416 415-5000 ext. 2427 Fax. No. 416 415-2432 School of Liberal Arts and Sciences - St. James Campus General Education, Liberal Studies Courses and Assaulted Women’s and Children’s Counsellor/Advocate (AWCCA) Program 200 King Street East - Room 520A Tel. No. 416 415-5000 ext. 2009 Fax. No. 416 415-2743</p>
<p>The Centre for Hospitality and Culinary Arts -St James Campus 300 Adelaide Street East Learning Support Services Main Desk - Room 136 Chef School Tel No. 416 415-5000 ext. 2240 School of Hospitality and Tourism Management Tel No. 416 415-5000 ext. 2228</p>	<p>School of Liberal Arts and Sciences - Casa Loma Campus General Education, Liberal Studies Courses General Arts and Science Programs – G.A.S. 160 Kendal Avenue – Room C221 Tel. No. 416 415-5000 ext. 3688 Fax. No. 416 415-4740 School of English as a Second Language – St. James Campus 341 King Street East Tel. No. 416 415-5000 ext. 4826</p>