



MONEAGUE COLLEGE

COURSE EXEMPTION REQUEST

Please complete the form in **BLOCK LETTERS**

Exemption Policies:

- Students making requests for exemption must ensure that the institution which certified the course which they are proposing for equivalency submits a **transcript and course outline** (s) to the Registry Department.
- Exemption requests will not be processed without adequate documentation regarding of course being proposed for equivalency.
- Only **students who have fully Matriculated will be considered for exemption.**
- Courses must be at the Tertiary level and may include **GCE A'level** and **CAPE Units 1 and 2** (**N.B.:** CXC/GCE O'level/CSEC/SSC will not be considered).
- Students requesting exemptions for more than 12 credits may be required to sit extra courses to complete the credits required for the Associate Degree.
- The institution where the previous courses were taken, if tertiary, must be an accredited institution.
- The student must obtain at least a B or higher in the courses to be considered for the exemption.
- The equivalent course/s must be the same number of credits as the course being substituted.
- Students must attend the class they are requesting exemptions for, until they receive official confirmation they have been approved for exemption from the course/s they have requested**

NAME: _____ **ID#:** _____

PROGRAMME:

- Business Studies
- Hospitality & Tourism Management
- Environmental Studies
- Management Information Systems
- Computer Servicing & Electronics
- Criminal Justice
- Social Work
- Psychology
- Primary/ Early Childhood/ Secondary Business/ Secondary IT

STATUS: Part Time Full Time

CAMPUS: Moneague Linstead Port Maria

YEAR: Year 1 Year 2 Year 3 Year 4

DATE OF ENTRY TO MONEAGUE COLLEGE: ____ / ____ / ____

I _____ wish to apply for exemption from the following Course(s) in my programme of study:

***Please provide official transcripts & or course outlines (external courses) or reports (internal courses)**

COLLEGE COURSE (COURSE TO BE TAKEN)	COURSE FOR EQUIVALENCY (PREVIOUS COURSE TAKEN) (Abbreviate if necessary)	GRADE	CREDITS EARNED	DATE OUTLINE SUBMITTED	COMMENT (APPROVED/ IF NOT, why)

Student's Signature: _____ **Date:** _____

For College use only:

Date Received: ____ / ____ / ____

Documents are completed correctly and have the following:

- Proof of Matriculation
- Documents supporting claim for exemption
 - These documents can be Certificates, Transcript etc...
 - Please note Secondary level qualification (e.g. CXC GCE O'level) will not be considered as being adequate to warrant exemption(s).

Head Of Department : _____ Date: ____ / ____ / ____

Registrar: _____ Date: ____ / ____ / ____

For TCJ/CCCJ External use only:

Date Received: ____ / ____ / ____

Registrar/ Assistant Dean's Recommendation:

Exemption(s) awarded: Yes () No ()

Comments:

Signed: _____ Date: ____ / ____ / ____