SOUTHERN CRESCENT TECHNICAL COLLEGE

# COURSE EXEMPTION

**INSTRUCTIONS**

**Student:**

- Register for the course you wish to exempt during **Current Student Registration**. Complete **Part A** of this form within **five** working days after Current Student Registration. Only one exemption attempt per course may be made by the student.
- Submit the form to the appropriate **Department Chair** or **Designee** who will verify the student's eligibility to take the examination and will complete and sign **Part B**.
- If approved, take the Course Exemption Form to the **Business Office** for payment and completion of **Part C**. The fee is 25% of total tuition cost and is not covered by Financial Aid.
- Take this form and the receipt to the **Department Chair**.

**Department Chair:**

- Forward this form to the appropriate program coordinator or instructor who will assign and inform the student about an examination date, time, and place. The exam must be given within **five** working days of the request.

**Instructor/Program Coordinator:**

- Administer the examination and complete **Part D** of this form. Forward to the registrar within **two** working days after giving the examination (A grade of 80% or higher is required).
- Student will be notified of exam results.

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| **PART A STUDENT INFORMATION** | Student's Name _____ Student ID# ____/____/____ Date ____/____/____<br>Student's Phone # _____Student's e-mail _____<br>CRN# _____ Course _____ _____ Credit Hours _____<br>Advisor's Name _____ Program Name_____<br>Student's Signature _____ |
| **PART B DEPARTMENT CHAIR/DESIGNEE** | ☐ The student listed above is eligible to exempt this course.<br>☐ The student listed above is NOT eligible to exempt this course.<br>Department Chair/Designee Signature_____ |
| **PART C BUSINESS OFFICE** | Exemption fee is 25% of total tuition cost: Credit Hours _____<br>Fee $ _____<br>Total $ _____<br>Business Office Designee's Signature _____ Receipt # _____ |
| **PART D PROGRAM COORDINATOR /** | Exam Grade: _____ (minimum passing score is 80%) Pass Fail (circle one)<br>Program Coordinator/Instructor Signature _____ |

For School Use Only

Financial Aid _____ Registrar _____ Posted to Banner _____

As set forth in full in the student handbook/course catalog, Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Title IX/Equity Coordinator: Special Services Manager, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7382; ADA/Section 504 Coordinator: Special Services Coordinator, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7258. Any complaints filed against the Title IX/ Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by the Vice President for Student Affairs, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7348.