

Variations to Exemptions



Student ID:

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Undergraduate Course: _____

Student's Full Name:

<i>Family Name</i>	<i>Other Names</i>
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1. STUDENTS ~ NOTE CAREFULLY: Exemptions can be granted only if you have been awarded credit points in the form of general credit (CPS) which are sufficient in number to cover the value of the exemption/s sought, e.g. to be eligible to request an exemption for ACCG200 (worth 3 credit points), you must first have been granted 3 credit points (or more) of CPS

2. EXEMPTIONS OFFICERS ~ NOTE CAREFULLY: Before approving any exemptions on this form you must check the student's internal transcript on the AMIS System to ensure that the student has actually been granted credit for previous studies (CPS) as general credit; and that the amount of credit granted **at each level (100, 200)** is sufficient to cover the credit point value of the unit/s to be exempted. For example, if a 200 level exemption (worth say 4cp) is being requested, the transcript will need to indicate at least 4 credit points general credit at 200 level, to permit the granting of the exemption

CREDIT FOR SPECIFIC UNITS: (ie, Exemptions)

100 level	EXEMPTIONS Granted									
	Unit Code				Credit Points	Name of Exemptions Officer (Please Print)			Signature of Exemptions Officer	

OFFICE USE ONLY 100 Level Total must not exceed

200 level	EXEMPTIONS Granted									
	Unit Code				Credit Points	Name of Exemptions Officer (Please Print)			Signature of Exemptions Officer	

OFFICE USE ONLY 200 Level Total must not exceed

DELETION OF EXEMPTIONS

Currently exempted unit/s to be **deleted** from record:

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Exemptions Officer authorising deletion/s:

Name (Please print): _____

Signature: _____

Date: ___/___/___

▶ Exemptions need to be approved by the relevant exemptions officer/s (above). Return form with exemptions listed and signed by the exemptions officer/s to the **Student Enquiry Service** to be loaded onto your program.

▶ You can check with the **Student Enquiry Service** after three weeks whether your exemptions have been loaded into the student system. OR alternatively, you can check via your eStudent whether the exemptions have been loaded, by clicking on 'Course Details' on the left hand menu and then on 'Course Structure.'

VARIATIONS TO EXEMPTIONS INSTRUCTIONS

1. In order to be eligible for exemptions you must have been granted CREDIT FOR PREVIOUS STUDIES (CPS).
2. The credit point value of exemptions granted at each level cannot exceed credit granted *at that level* (see Note 1 on Variations to Exemptions Form).
3. Variations to Exemptions Forms can only be processed after the student's transcript has been checked (see Note 2 on Variations to Exemptions form).
4. Variations to Exemptions Forms (after the appropriate academic signature/s have been obtained) must be submitted to the Student Enquiry Service, Level 1 Lincoln Building, for processing.

After this form has been authorised by the relevant Exemptions Officers, return it to the Student Enquiry Service for processing. The processing of Variations to Exemptions Forms can take 1 – 3 weeks depending on the time of year.