Request For Graduate Course Exemption Instructions

Course exemptions are granted only upon approval of the Instructor and the Program Director and are not guaranteed. You must have achieved a grade of B or higher to be considered. Course exemptions do not reduce the total number of credits required for the degree. Each course exemption granted has a Full Course Equivalents (FCE) value that must be replaced with electives totaling the same number of FCEs. Course exemptions have no credit weight.

Please complete one form for each course exemption request. The following documentation is required to be submitted with each form in order for your previous credits to be assessed for course exemption:

- A final copy of your official academic transcript showing grades of courses taken;
- Course description as listed in the university calendar;
- Course outline distributed by the professor in class;
- (if applicable) Copies of assignments (essays, tests, etc.) completed in the course;
- (if applicable) Visual documentation of projects completed in the case of design and representation courses.

Please note that only complete requests will be considered.

Example:

Section II: Requested Course Exemption Information

Course Code	Course Title
ARC2043H	Building Science and Construction I

ABC University

Course Code	Course Title	Final Grade
ARCH***	Building Science and Tech 1	81%
ARCH***	Building Science and Tech 2	75%

D AN IELS

Request for Graduate Course Exemption

Please complete all sections of this form and append the required supporting documentation and fee.

Section I: Personal Information

(Given) First Name:	Program:
(Family) Surname:	Year of Study:
Student Number:	Session: __ Fall __Winter __Summer
Email: _____ @mail.utoronto.ca	

Section II: Requested Course Exemption Information

Specify the University of Toronto course you are requesting for exemption.

Course Code	Course Title

Indicate the name of the institution where previously taken course(s) was/were completed.

List course(s) taken at your previous institution that support your exemption request.

Course Code	Course Title	Final Grade

UNIVERSITY OF TORONTO
JOHN H. DANIELS FACULTY OF
ARCHITECTURE, LANDSCAPE, AND DESIGN

REQUEST FOR GRADUATE COURSE EXEMPTION

Student Name:	Student Number:

I hereby certify that all information included in this application are correct and complete. I understand that otherwise my course exemption request may not be considered for assessment. By signing this form, I request that the above course be exempted to my current degree program.

Signature:	Date:

Office Use Only

Instructor Approval

Signature: _____ Date: _____

Program Director Approval

Signature: _____ Date: _____

Notes:

_____
_____
_____
_____

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, Room 201, 12 Queen's Park, Crescent West, Toronto, ON, M5S 1A8.

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