

## Faculty of Engineering, Computer and Mathematical Sciences

Application for exemption from attendance at design, practical or tutorial work for **engineering** courses only

Please note: this is **not** a form for enrolment or transfer credit (status). It should be completed and **lodged with the teaching school** (e.g. Materials I should be lodged with the School of Chemical Engineering, Dynamics should be lodged with the School of Mechanical Engineering). The Subject Area code informs you of the teaching school, e.g. MECH ENG is the School of Mechanical Engineering. If you are unsure of the teaching school, please check with the Faculty office. This form is only to be used for **exemption** from particular components of a course in which you are enrolled, as set out below.

Only use this form for **engineering** courses (e.g. CHEM ENG, C&ENV ENG, ELEC ENG, MECH ENG, PETRO ENG). For other courses, contact the appropriate teaching area.

STUDENT NUMBER: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

FIRST NAMES \_\_\_\_\_

PROGRAM: \_\_\_\_\_

I am seeking exemption during \_\_\_\_\_ from attendance at:

Semester/Year

Design

Practical Work

Tutorial

Note: use a **separate** form for each course

Subject Area	Catalogue Number	Name of Course
eg; MECH ENG	1000	Dynamics

### Grounds for exemption:

Previous attendance at practical classes, design or tutorial work during year(s) \_\_\_\_\_

Other grounds: \_\_\_\_\_

I have previously been exempted from attendance at practical classes, design or tutorial work in this course in the year(s) indicated: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM IS TO BE RETAINED BY THE TEACHING AREA. IT IS THE TEACHING AREA'S RESPONSIBILITY TO ADVISE THE STUDENT OF THE OUTCOME. PLEASE DO NOT LODGE THIS FORM WITH THE FACULTY OFFICE.**

### Office Use Only – Teaching Area:

Referred to: \_\_\_\_\_

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_